

Staff Meeting Agenda

Date: Feb 24, 2024 **Time:** 1:00-3:30 pm **Location:** Room B

Requested Attendees

John D. Hernandez	Charles B. Dodson	Mauro C. Martin	Juan P. Michael
Doyle R. Brewer	Floyd M. Owens	Sergio E. Doty	Herman L. Tee

1:00 pm	Welcome and Introductions (5 minutes)
1:05 pm	Review of Previous Meeting Minutes (5 minutes)
1:10 pm	Sales and Marketing Reports (20 minutes)
1:30 pm	Discuss Current Projects (20 minutes)
1:50 pm	Project Updates (15 minutes)
2:05 pm	Assign Tasks and Deadlines (15 minutes)
2:20 pm	Address any Issues or Concerns (30 minutes)
2:50 pm	New Business (15 minutes)
3:05 pm	Open Discussion (10 minutes)
3:15 pm	Set Date for Next Meeting (5 minutes)
3:20 pm	Wrap Up (10 minutes)
3:30 pm	Adjourn Meeting

New Action Items

- Action Item 1
- Action Item 2

Notes

Sample Agendas For In School Team Meetings

Karin Nielsen-Saines



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