

<Insert Logo>	STAFF MEETING AGENDA
Meeting Date:	
Attendees:	
Facilitator:	
Please bring &/or read:	

Agenda Items		Time Allocated
1	Welcome and Apologies	
2	Items from Last Meeting	
3	Report on Action Items	
4	Review of previous week: • Victories • Lessons learned • Pets that passed away	
5	Administrative Items	
6	Occupational Health & Safety Items/Housekeeping Issues	
7	Staff training	

Sample Staff Meeting Minutes Template

Rachel Sandford



Sample Staff Meeting Minutes Template:

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