WeeklyStaff Meeting Template

|  |  |
| --- | --- |
| Meeting Name: |  |
| Date: |  |
| Time: |  |
| Meeting Purpose: |  |
| Meeting Leader: |  |
| Facilitator: |  |
| Prepared By: |  |

**A blue sign with yellow letters

Description automatically generated**

|  |  |  |
| --- | --- | --- |
| Action | Responsible | Due Date |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

ACTION ITEMS

|  |  |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

MEETING NOTES

|  |  |  |
| --- | --- | --- |
| Name | Title | Signature |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

MEETING ATTENDANCE