



## Sample 1: Staff Meeting Agenda & Minutes.....

<b>&lt;Insert Logo&gt;</b>	<b>STAFF MEETING AGENDA</b>
<b>Meeting Date:</b>	
<b>Attendees:</b>	
<b>Facilitator:</b>	
<b>Please bring &amp;/or read:</b>	

<b>Agenda Items</b>		<b>Time Allocated</b>
1	Welcome and Apologies	
2	Items from Last Meeting	
3	Report on Action Items	
4	Review of previous week: <ul style="list-style-type: none"><li>• Victories</li><li>• Lessons learned</li><li>• Pets that passed away</li></ul>	
5	Administrative Items	
6	Occupational Health & Safety Items/Housekeeping Issues	
7	Staff training	



# Sample 1: Staff Meeting Agenda & Minutes.....

<b>&lt;Insert Logo&gt;</b>	<b>STAFF MEETING MINUTES</b>
<b>Meeting Date:</b>	
<b>Attendees:</b>	
<b>Facilitator:</b>	
<b>Minute Taker:</b>	
<b>Time Keeper:</b>	

	<b>Minute Items</b>	<b>Time Allocated</b>	<b>Action by Whom</b>	<b>Date to be Actioned By</b>
1	Welcome and Apologies			
2	Items from Last Meeting			
3	Report on Action Items			
4	Review of previous week: <ul style="list-style-type: none"> <li>• Victories</li> <li>• Lessons learned</li> <li>• Pets that passed away</li> </ul>			
5	Administrative Items			
6	Occupational Health & Safety Items/Housekeeping Issues			
7	Staff training			
8	Issues for Next Meeting Agenda			