**[A picture containing text

Description automatically generated](https://www.smartsheet.com/try-it?trp=11604&utm_source=integrated-content&utm_campaign=/content/staff-meeeting-templates&utm_medium=Monthly+Staff+Meeting+Agenda+doc+11604&lpa=Monthly+Staff+Meeting+Agenda+doc+11604)MONTHLY STAFF MEETING   
AGENDA TEMPLATE**

|  |  |  |  |
| --- | --- | --- | --- |
| DATE | LOCATION | START TIME | END TIME |
| MM/DD/YY |  |  |  |
| VIDEO CONFERENCE INFORMATION | | | |
|  | | | |

|  |  |  |
| --- | --- | --- |
| Project Title | Meeting Name | Facilitator |
|  |  |  |

MEETING DESCRIPTION

|  |
| --- |
|  |

ATTENDEES AND GUESTS

|  |  |  |
| --- | --- | --- |
| NAME | CONTACT | ROLE |
|  |  |  |
|  |  |  |
|  |  |  |
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GOAL PROGRESS REVIEW

|  |  |  |  |
| --- | --- | --- | --- |
| GOAL | STATUS | NEXT BENCHMARK | RESPONSIBLE PARTY |
|  | On hold |  |  |
|  | In Progress |  |  |
|  | Complete |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |



PREVIOUS BUSINESS

|  |  |  |
| --- | --- | --- |
| ACTION ITEM | RESPONSIBLE PARTY | DATE OF COMPLETION/UPDATE |
|  |  | MM/DD/YY |
|  |  | MM/DD/YY |
|  |  |  |



NEW BUSINESS

|  |  |  |  |
| --- | --- | --- | --- |
| TITLE | PRESENTER | DESCRIPTION | ACTION ITEMS |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

NEW BUSINESS - NOTES

|  |
| --- |
|  |

OPEN FLOOR   
COMMENTS AND REVIEW

|  |
| --- |
|  |

NEXT MEETING

|  |  |  |  |
| --- | --- | --- | --- |
| DATE | LOCATION | START TIME | END TIME |
| MM/DD/YY |  |  |  |
| VIDEO CONFERENCE INFORMATION | | | |
|  | | | |

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| --- |
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