**[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=Staff+Meeting+Agenda+doc+11604&lpa=Staff+Meeting+Agenda+doc+11604)SIMPLE STAFF MEETING   
AGENDA TEMPLATE**

MEETING DETAILS

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| DATE | LOCATION | | START TIME | END TIME |
| MM/DD/YY |  | | 00:00 AM | 00:00 AM |
| TELECONFERENCE INFORMATION | | | | |
|  | | | | |
| MEETING TITLE | | | | |
|  | | | | |
| MEETING LEAD | | | | |
| Name | | | | |
| ATTENDEES REQUESTED | | | | |
| Name | Name | Name |  | |
|  |  |  |  | |
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| --- | --- | --- | --- | --- | --- |
| AGENDA |  |  |  |  | |
| **AGENDA ITEM** | | | | | **DURATION** |
| Call to order / announcements | | | | | 0:00 |
| Approval of previous minutes | | | | | 0:00 |
| Committee reports | | | | | 0:00 |
| Old business | | | | | 0:00 |
| New business | | | | | 0:00 |
| Open foor | | | | | 0:00 |
|  | | | | | 0:00 |
|  | | | | | 0:00 |
|  | | | | | 0:00 |
|  | | | | | 0:00 |

NOTES

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NEXT MEETING

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