**[](https://www.smartsheet.com/try-it?trp=12241&utm_source=template-word&utm_medium=content&utm_campaign=Staff+Meeting+Agenda-word-12241&lpa=Staff+Meeting+Agenda+word+12241)Staff Meeting Agenda Template**

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| --- | --- | --- | --- | --- | --- |
| Date | Location | | Start Time | End Time | |
| MM/DD/YY |  | | 00:00 AM | 00:00 AM | |
| Facilitator | Contact Email | | Contact Phone | | |
|  |  | |  | | |
| Attendees Requested | | | | | |
|  |  |  |  | | |
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|  |  |  |  | | |
|  |  |  |  | | |
|  |  |  |  |  | |
| Schedule |  |  |  |  | |
| **Agenda Item** | **Notes** | | **Presenter** | | **Duration** |
|  |  | |  | | 0:00 |
|  |  | |  | | 0:00 |
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