**STAFF (MANAGEMENT) MEETING AGENDA FOR**

**ORGANIZATION'S NAME**

**I. MEETING DETAILS**

Meeting Leader: [MEETING LEADER’S NAME]

Secretary: [SECRETARY’S NAME]

Date: [DATE]

Time: [TIME]

Location: [LOCATION NAME]

Street Address: [STREET ADDRESS]

City: [CITY]

State: [STATE] Zip: [ZIP CODE]

URL or Dial-In Number: URL OR DIAL-IN NUMBER

**II. OPENING**.

INTRODUCTION OF AGENDA AND MEETING; CALL TO ORDER

**III. ATTENDANCE**.

LIST OF ATTENDEES AND ABSENTEES OF THE MEETING

**IV. KEY UPDATES.**

NOTABLE ANNOUNCEMENTS AND UPDATES; REPORT ON METRICS

**V. TRACK PROGRESS**.

COMPANY GOALS SHALL BE EXAMINED AND RE-FOCUSED IF NECESSARY

**VI. ROUND-ROBIN DISCUSSION**.

EACH DEPARTMENT HEAD WILL PROVIDE UPDATES AND CONTRIBUTE THEIR INPUT, QUESTIONS, AND CONCERNS

**VII. OTHER ITEMS**.

OTHER ITEMS OTHERWISE UNDISCUSSED WILL BE ADDRESSED HERE; VOTES FOR RESOLUTIONS WILL BE PUT FORTH WHEN NECESSARY

**VII. ADJOURNMENT.**

MEETING WILL CONCLUDE; MINUTES WILL BE APPROVED IF NEED BE

Approved by: Signature of Agenda Creator Print Name: Name of Agenda Creator