

STAFF (MANAGEMENT) MEETING AGENDA FOR

I. MEETING DETAILS

Meeting Leader: _____

Secretary: _____

Date: _____

Time: _____

Location: _____

Street Address: _____

City: _____

State: _____ Zip: _____

URL or Dial-In Number: _____

II. OPENING.

III. ATTENDANCE.

IV. KEY UPDATES.

V. TRACK PROGRESS.

VI. ROUND-ROBIN DISCUSSION.

VII. OTHER ITEMS.

VII. ADJOURNMENT.

Approved by: _____

Print Name: _____

