
HR MEETING AGENDA TEMPLATE

Location: _____

Date: _____

Time: _____

TOPICS TO BE DISCUSSED:

I. OPENING

a. INTRODUCTION

b. MEETING GOALS

II. ATTENDANCE

a. RECORD PRESENT ATTENDEES

b. RECORD NOTABLE ABSENTEES

III. AGENDA APPROVAL

a. REVIEW AGENDA

b. REQUESTS FOR ADDITIONS

c. VOTE TO APPROVE AGENDA

IV. PREVIOUS MEETING MINUTES

a. DISTRIBUTE PREVIOUS MEETING MINUTES

b. VOTE TO APPROVE MINUTES



V. RECRUITMENT

a. HIGHLIGHT NEW HIRES

b. REVIEW CURRENT OPENINGS

VI. PAYROLL

a. REVIEW PAYROLL UPDATES AND ISSUES

VII. BENEFITS

a. REVIEW BENEFITS UPDATES AND ISSUES

VIII. PROFESSIONAL DEVELOPMENT

a. ONGOING STAFF TRAINING

b. UPCOMING PROFESSIONAL DEVELOPMENT ACTIVITIES

IX. INCIDENT REPORTS

a. REVIEW INCIDENT REPORTS SINCE PREVIOUS MEETING

X. OTHER ITEMS

a. DISCUSS OTHER ITEMS OF BUSINESS

XI. ADJOURNMENT

a. MEETING LEADER APPROVES MEETING MINUTES

b. MEETING LEADER ENDS MEETING
