### horizontal line**5 Minute Staff Meeting Minutes**

**I. Meeting Details**

* **Date:** [Insert Date]
* **Time:** [Insert Time]
* **Location:** [Insert Location]
* **Attendees:** [List all attendees]

**II. Agenda**

1. Quick Updates
2. Task Assignments

**III. Meeting Minutes**

1. **Quick Updates**[Name] provided a brief update on ongoing tasks and projects.
2. **Task Assignments**[Name] quickly assigned tasks to relevant staff members.

**Next Meeting:** [Insert Next Meeting Date/Time]  
**Adjournment:** The meeting was adjourned at [Insert Time].  
**Minutes Submitted by:** [Insert Name]