## **Staff Group Meeting Minutes**

**Date:** [Insert date]  
**Time:** [Insert time]  
**Location:** [Insert location]  
**Facilitator:** [Insert name]  
**Note Taker:** [Insert name]  
**Attendees:** [List names of attendees]  
**Absentees:** [List names of absentees, if any]

### **1. Call to Order**

The meeting was called to order by [Facilitator's name] at [Time].

### **2. Approval of Previous Meeting Minutes**

The minutes from the previous meeting held on [Insert date] were reviewed and approved with/without amendments.

### **3. Agenda Items**

#### **3.1. Employee Updates**

* **Topic:** [Insert topic name]  
  **Discussion:** [Provide a brief summary]  
  **Decisions Made:** [List any decisions made]  
  **Action Items:**
  + **Task:** [Insert task]  
    **Assigned to:** [Name]  
    **Due Date:** [Insert date]

#### **3.2. Project Updates**

* **Project:** [Insert project name]  
  **Status:** [Ongoing/Completed/Delayed]  
  **Next Steps:** [Brief description of next steps]

### **4. Staff Issues and Concerns**

* **Issue 1:** [Insert issue]  
  **Resolution:** [Proposed resolution]
* **Issue 2:** [Insert issue]  
  **Resolution:** [Proposed resolution]

### **5. Next Meeting**

**Date:** [Insert next meeting date]  
**Time:** [Insert next meeting time]  
**Location:** [Insert location]

### **6. Adjournment**

The meeting was adjourned at [Insert time] by [Facilitator's name].

**Minutes Prepared by:** [Note taker's name]  
**Date:** [Insert date]