

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]