**MONTHLY STAFF MEETING
AGENDA TEMPLATE**

|  |  |  |  |
| --- | --- | --- | --- |
| DATE | LOCATION | START TIME | END TIME |
| MM/DD/YY |  |  |  |
| VIDEO CONFERENCE INFORMATION |
|  |

|  |  |  |
| --- | --- | --- |
| Project Title | Meeting Name | Facilitator  |
|  |  |  |

MEETING DESCRIPTION

|  |
| --- |
|  |

ATTENDEES AND GUESTS

|  |  |  |
| --- | --- | --- |
| NAME | CONTACT | ROLE |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

GOAL PROGRESS REVIEW

|  |  |  |  |
| --- | --- | --- | --- |
| GOAL | STATUS | NEXT BENCHMARK | RESPONSIBLE PARTY |
|  | On hold |  |  |
|  | In Progress |  |  |
|  | Complete |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |



PREVIOUS BUSINESS

|  |  |  |
| --- | --- | --- |
| ACTION ITEM | RESPONSIBLE PARTY | DATE OF COMPLETION/UPDATE |
|  |  | MM/DD/YY |
|  |  | MM/DD/YY |
|  |  |  |



NEW BUSINESS

|  |  |  |  |
| --- | --- | --- | --- |
| TITLE | PRESENTER | DESCRIPTION | ACTION ITEMS |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

NEW BUSINESS - NOTES

|  |
| --- |
|  |

OPEN FLOOR
COMMENTS AND REVIEW

|  |
| --- |
|  |

NEXT MEETING

|  |  |  |  |
| --- | --- | --- | --- |
| DATE | LOCATION | START TIME | END TIME |
| MM/DD/YY |  |  |  |
| VIDEO CONFERENCE INFORMATION |
|  |

|  |
| --- |
| **DISCLAIMER**Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk. |