**SIMPLE STAFF MEETING
AGENDA TEMPLATE**

MEETING DETAILS

|  |  |  |  |
| --- | --- | --- | --- |
| DATE | LOCATION | START TIME | END TIME |
|  MM/DD/YY |  | 00:00 AM | 00:00 AM |
| TELECONFERENCE INFORMATION |
|  |
| MEETING TITLE |
|  |
| MEETING LEAD |
| Name |
| ATTENDEES REQUESTED |
|  Name | Name | Name |   |
|   |   |   |   |
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| --- | --- | --- | --- | --- |
| AGENDA |   |   |   |   |
| **AGENDA ITEM** | **DURATION** |
| Call to order / announcements | 0:00 |
| Approval of previous minutes | 0:00 |
| Committee reports | 0:00 |
| Old business | 0:00 |
| New business | 0:00 |
| Open foor | 0:00 |
|   | 0:00 |
|   | 0:00 |
|   | 0:00 |
|   | 0:00 |

NOTES

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NEXT MEETING

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