**STAFF MEETING ANNOUNCEMENT TEMPLATE**

**To:** All staff

**From:** [Name/Department]

**Date:** MM/DD/YY

**Subject Line:** Upcoming Staff Meeting on [date]

NOTICE OF MEETING

|  |  |
| --- | --- |
| Attention |  |
| From |  |
| Meeting Title |  |
| Meeting Date and Time |  |
| Meeting Location |  |
| Teleconference Information |  |

|  |
| --- |
| AGENDA |
| 1. Call to order
2. Approval of Previous Minutes
3. Committee Reports
4. Old Business
5. New Business
6. Open Floor
7. Adjourn
 |
| NOTES |
| Notes and comments |

|  |
| --- |
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