**[A picture containing text

Description automatically generated](https://www.smartsheet.com/try-it?trp=11604&utm_source=integrated-content&utm_campaign=/content/staff-meeeting-templates&utm_medium=Staff+Meeting+Announcement+doc+11604&lpa=Staff+Meeting+Announcement+doc+11604)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 |

|  |
| --- |
| **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. |