**[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+Minutes+doc+11604&lpa=Staff+Meeting+Minutes+doc+11604)STAFF MEETING MINUTES TEMPLATE**

|  |
| --- |
| TEAM NAME / ORGANIZATION |
|  | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| DATE | LOCATION | | | |
|  |  | | | |
| MEETING TITLE | | | START TIME | END TIME |
|  | | |  |  |
| MEETING CREATED BY | MINUTE TAKER | FACILITATOR | TIME KEEPER | |
|  |  |  |  | |
| TYPE OF MEETING |  |  |  | |
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|  |  |  |  |  |
| ATTENDEE NAMES | | | | |
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| THOSE NOT PRESENT | | | | |
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AGENDA

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| AGENDA ITEM | TIME ALLOCATED | PRESENTED BY | ACTION ITEMS | OWNER | DEADLINE | STATUS |
| Agenda item 1 | 0 minutes | Name | Action item 1 | Name | MM/DD/YY | In progress |
| Action item 2 |  | MM/DD/YY | Complete |
| Action item 3 |  | MM/DD/YY | On hold |
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| --- | --- |
| Discussions | Comments … |
| Remarks | Comments … |

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| AGENDA ITEM | TIME ALLOCATED | PRESENTED BY | ACTION ITEMS | OWNER | DEADLINE | STATUS |
| Agenda item 2 | 0 minutes | Name | Action item 1 | Name | MM/DD/YY | In progress |
| Action item 2 |  | MM/DD/YY | Complete |
| Action item 3 |  | MM/DD/YY | On hold |
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| Discussions | Comments … |
| Remarks | Comments … |

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| AGENDA ITEM | TIME ALLOCATED | PRESENTED BY | ACTION ITEMS | OWNER | DEADLINE | STATUS |
| Agenda item 3 | 0 minutes | Name | Action item 1 | Name | MM/DD/YY | In progress |
| Action item 2 |  | MM/DD/YY | Complete |
| Action item 3 |  | MM/DD/YY | On hold |
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| Discussions | Comments … |
| Remarks | Comments … |

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| AGENDA ITEM | TIME ALLOCATED | PRESENTED BY | ACTION ITEMS | OWNER | DEADLINE | STATUS |
| Agenda item 4 | 0 minutes | Name | Action item 1 | Name | MM/DD/YY | In progress |
| Action item 2 |  | MM/DD/YY | Complete |
| Action item 3 |  | MM/DD/YY | On hold |
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| Discussions | Comments … |
| Remarks | Comments … |

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| ADJOURNMENT | |
| Remarks | Comments … |

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| --- | --- |
| SECRETARY APPROVAL | |
| Signature and Date |  |

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