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| --- | --- |
| **DATE:** | Thursday, March 17, 2016 |
| **TIME:** | 10:30 AM |
| **LOCATION:** | Conference Room B |
|  |  |

**STAFF MEETING AGENDA**

|  |  |  |  |
| --- | --- | --- | --- |
| **FACILITATOR:** | Sara Hudson |  |  |

**ATTENDEES REQUESTED:**

|  |  |  |  |
| --- | --- | --- | --- |
| Sara Hudson | Steve Hart | Sara Hudson | Steve Hart |
| Steve Hart | Sara Hudson | Steve Hart | Sara Hudson |
| Sara Hudson | Steve Hart | Sara Hudson | Steve Hart |

**Call to Order**

* **Team Name / Organization**
* **Attendee Names**
* **Attendees Not Present**

**Welcome**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **DURATION:** | 5 min | **PRESENTER:** | Anna James | **NOTES:** | Further information |

**Previous Minutes**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **DURATION:** | 5 min | **PRESENTER:** | Anna James | **NOTES:** | Further information |

**Action Item Reports**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **DURATION:** | 5 min | **PRESENTER:** | Anna James | **NOTES:** | Further information |

**Review of Week Previous**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **DURATION:** | 5 min | **PRESENTER:** | Anna James | **NOTES:** | Further information |

**Administrative**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **DURATION:** | 5 min | **PRESENTER:** | Anna James | **NOTES:** | Further information |

**Housekeeping / OSHA**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **DURATION:** | 5 min | **PRESENTER:** | Anna James | **NOTES:** | Further information |

**Training**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **DURATION:** | 5 min | **PRESENTER:** | Anna James | **NOTES:** | Further information |

**Unfinished / New Business for Next Meeting Agenda**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **DURATION:** | 5 min | **PRESENTER:** | Anna James | **NOTES:** | Further information |

**Adjournment**

|  |  |
| --- | --- |
| **FACILITATOR APPROVAL:** *(Signature & Date)* |  |

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