**[A picture containing text

Description automatically generated](https://www.smartsheet.com/try-it?trp=11594&utm_source=integrated-content&utm_campaign=/content/team-meeting-templates&utm_medium=Staff+Meeting+Agenda+doc+11594&lpa=Staff+Meeting+Agenda+doc+11594)STAFF MEETING AGENDA TEMPLATE**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| DATE | LOCATION | | START TIME | END TIME | |
| MM/DD/YY |  | | 00:00 AM | 00:00 AM | |
| FACILITATOR | CONTACT EMAIL | | CONTACT PHONE | | |
|  |  | |  | | |
| ATTENDEES REQUESTED | | | | | |
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| SCHEDULE |  |  |  |  | |
| **AGENDA ITEM** | **NOTES** | | **PRESENTER** | | **DURATION** |
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