**STAFF MEETING MINUTES TEMPLATE**

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