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| **STAFF MEETING AGENDA** |
| **Meeting Date:** |  |
| **Attendees:** |  |
| **Facilitator:** |  |
| **Custom field:** |  |

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| **Agenda Items** | **Time Allocated** |
| **1** | Welcome |  |
| **2** | Items from Last Meeting |  |
| **3** | Report on Action Items |  |
| **4** | Review of previous week:* Wins
* Lessons learned
 |  |
| **5** | Administrative Items |  |
| **6** | Issues |  |
| **7** | Staff training |  |

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| **STAFF MEETING MINUTES** |
| **Meeting Date:** |  |
| **Attendees:** |  |
| **Facilitator:** |  |
| **Minute Taker:** |  |
| **Time Keeper:** |  |

| **Minute Items** | **Time Allocated**  | **Action by Whom** | **Date to be Actioned By** |
| --- | --- | --- | --- |
| **1** | Welcome  |  |  |  |
| **2** | Items from Last Meeting |  |  |  |
| **3** | Report on Action Items |  |  |  |
| **4** | Review of previous week:* Wins
* Lessons learned
 |  |  |  |
| **5** | Administrative Items |  |  |  |
| **6** | Issues |  |  |  |
| **7** | Staff training |  |  |  |
| **8** | Issues for Next Meeting Agenda |  |  |  |