[](https://www.ntaskmanager.com/)

**STAFF MEETING AGENDA TEMPLATE**

**Date Meeting Location Start Time End Time**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |

**Facilitator Email Phone**

|  |  |  |
| --- | --- | --- |
|  |  |  |

**Meeting Agenda/Schedule**

|  |  |  |  |
| --- | --- | --- | --- |
| **Items** | **Notes/Details** | **Item Owner** | **Duration** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Attendees**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |