Staff meeting

Organization: _____

Meeting title

_____

Meeting reference

_____

Date

_____

Venue / platform

_____

Chairperson

_____

Minute secretary

_____

Attendance

Name	Role	Status

Apologies and absences

_____

_____

Agenda

_____

_____

Opening remarks

_____

_____

Confirmation of previous minutes

_____

_____

Matters arising

_____

_____

Communications

_____

_____

Reports and presentations

_____

_____

Proceedings by agenda item

_____

_____

Any other business

_____

_____

Resolutions and decisions

_____

_____

Action points

Action	Responsible person	Due date	Status

Way forward

_____

_____

Next meeting

_____

Closing time

_____

Approval and signatures

Chairperson: _____ Date: _____
Secretary: _____ Date: _____