

Name of Company/Dept.

Staff Meeting

Date: Feb 22, 2024 **Time:** 1:00-2:20 pm **Location:** Room 42

Requested Attendees

Name 1	Name 2	Name 3	Name 4
Name 5	Name 6	Name 7	Name 8

- 1:00 pm** Welcome/News/Announcements
- 1:05 pm** Recognition
- 1:10 pm** Administrative/Finance Updates
- 1:15 pm** Review of Previous Action Items
- 1:20 pm** Project Updates
- 1:30 pm** Discussion or Topic 1
- 1:45 pm** Discussion or Topic 2
- 2:00 pm** Round Table
- 2:15 pm** Review of New Assignments/Travel Plans
- 2:20 pm** Adjourn

New Action Items

- Action Item 1
- Action Item 2

Notes