

# Staff Brainstorming Session Agenda

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

## Agenda

1. **Welcome and Introductions**

Time: [Insert Time]

2. **Review of Current Projects**

Time: [Insert Time]

3. **Brainstorming Session on [Insert Topic]**

Time: [Insert Time]

4. **Group Discussion**

Time: [Insert Time]

5. **Action Items and Next Steps**

Time: [Insert Time]

6. **Closing Remarks**

Time: [Insert Time]

## Participants

- [Insert Name]
- [Insert Name]
- [Insert Name]
- [Insert Name]

Please come prepared with ideas and suggestions. We look forward to a productive session!