

Staff Meeting Agenda

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

1. Welcome and Introductions

Open the meeting and welcome all attendees.

2. Review of Previous Meeting Minutes

Discuss key points and actions from the last meeting.

3. Performance Review Objectives

Outline the purpose and goals for the performance reviews.

4. Individual Performance Review Discussion

- [Staff Member 1] - [Comments]
- [Staff Member 2] - [Comments]
- [Staff Member 3] - [Comments]

5. Feedback and Suggestions

Open floor for suggestions and feedback regarding performance assessments.

6. Next Steps

Outline the next steps and set deadlines.

7. Questions and Closing Remarks

Address any remaining questions and conclude the meeting.