

Staff Meeting Agenda

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

Agenda Items

1. Welcome and Introductions
2. Review of Last Meeting's Minutes
3. Current Strategic Goals
4. Breakout Discussion on [Specific Topic]
5. Brainstorming Session for New Strategies
6. Action Items and Next Steps
7. Open Floor for Additional Comments

Prepared by: [Your Name]

Contact Information: [Your Email/Phone]