

# Staff Meeting Agenda

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

Attendees: [List of Attendees]

## Agenda Items

1. Welcome and Introductions
2. Review of Previous Meeting Minutes
3. Current Policy Updates
  - Policy Change on [Insert Topic]
  - New Implementation Strategies
4. Discussion on Feedback and Concerns
5. Next Steps and Action Items
6. Set Date for Next Meeting

## Additional Notes

Please come prepared with any questions or feedback regarding the policy updates.