

# Staff Brainstorming Session Recap

Date: [Insert Date]

Attendees: [List of Names]

## Agenda

- Introduction
- Discuss Ideas
- Prioritize Suggestions
- Next Steps

## Ideas Discussed

1. [Idea 1 Description]
2. [Idea 2 Description]
3. [Idea 3 Description]

## Prioritized Suggestions

The following ideas were prioritized based on feasibility and impact:

- [Prioritized Idea 1]
- [Prioritized Idea 2]
- [Prioritized Idea 3]

## Next Steps

1. [Next Step 1 and Assigned Person]
2. [Next Step 2 and Assigned Person]
3. [Next Step 3 and Assigned Person]

Thank you for your valuable contributions! We will reconvene on [Next Meeting Date] to follow up on our action items.

Best regards,  
[Your Name]  
[Your Position]