|  |  |
| --- | --- |
| <Insert Logo> | STAFF MEETING AGENDA |
| Meeting Date: |  |
| Attendees: |  |
| Facilitator: |  |
| Please bring &/or read: |  |

|  |  |
| --- | --- |
| Agenda Items | Time Allocated |
| 1 | Welcome and Apologies |  |
| 2 | Items from Last Meeting |  |
| 3 | Report on Action Items |  |
| 4 | Review of previous week:* Victories
* Lessons learned
* Pets that passed away
 |  |
| 5 | Administrative Items |  |
| 6 | Occupational Health &Safety Items/Housekeeping Issues |  |
| 7 | Staff training |  |

|  |  |
| --- | --- |
| <Insert Logo> | STAFF MEETING MINUTES |
| Meeting Date: |  |
| Attendees: |  |
| Facilitator: |  |
| Minute Taker: |  |
| Time Keeper: |  |

| Minute Items | Time Allocated  | Action by Whom | Date to be Actioned By |
| --- | --- | --- | --- |
| 1 | Welcome and Apologies |  |  |  |
| 2 | Items from Last Meeting |  |  |  |
| 3 | Report on Action Items |  |  |  |
| 4 | Review of previous week:* Victories
* Lessons learned
* Pets that passed away
 |  |  |  |
| 5 | Administrative Items |  |  |  |
| 6 | Occupational Health & Safety Items/Housekeeping Issues |  |  |  |
| 7 | Staff training |  |  |  |
| 8 | Issues for Next Meeting Agenda |  |  |  |