|  |  |
| --- | --- |
| **<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 |  |  |  |