



Sample 1: Staff Meeting Agenda & Minutes.....

<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: <ul style="list-style-type: none">• Victories• Lessons learned• Pets that passed away	
5	Administrative Items	
6	Occupational Health & Safety Items/Housekeeping Issues	
7	Staff training	



Sample 1: Staff Meeting Agenda & Minutes.....

<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: <ul style="list-style-type: none"> • 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			