# Weekly Staff Meeting Minutes

**Date:**

**Present:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Agenda Item** | **Discussion/ Action** | **Accountable Person/ Dept.** | **Target Due Date** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
| 6. |  |  |  |
| 7. |  |  |  |
| 8. |  |  |  |
| 9. |  |  |  |