

Sample of Minutes of Staff Meetings Template

Meeting Details:

Date:

Time:

Location:

Attendees:

[Insert names of attendees]

Agenda:

[Insert the list of topics discussed in the meeting]

Minutes:

1. The meeting was called to order at [insert time] by [insert name of the person who presided over the meeting].
2. [Insert name of the person taking minutes] recorded the attendance of [insert names of attendees] who were present at the meeting.
3. [Insert name of the person who presided over the meeting] presented the agenda for the meeting.
4. [Insert topic discussed] was discussed at length. [Insert name of the person presenting] presented the topic, and a lively discussion ensued. [Insert main points discussed and decisions made].
5. [Insert topic discussed] was the next item on the agenda. [Insert name of the person presenting] presented the topic, and the attendees discussed the topic in detail. [Insert main points discussed and decisions made].
6. [Insert topic discussed] was the final item on the agenda. [Insert name of the person presenting] presented the topic, and the attendees discussed the topic in detail. [Insert main points discussed and decisions made].
7. The meeting was adjourned at [insert time].

Action Items:

[Insert list of action items discussed in the meeting with the name of the person responsible for each action item]

Next Meeting:

[Insert date, time, and location of the next meeting]

Respectfully submitted by:

[Insert name of the person taking minutes]