# General Staff Meeting Agenda

## Meeting Title / Project Name & Number

**Date**: **Location**:

**Time**: **Call In #**:

**Called By**: Name of person, position, and department of **Video Link**:
person calling for meeting

**Secretary**: Name of person who will be recording minutes

**Attendees**: Names of people who are *required* to attend the meeting

## Preparation for Meeting

| **Please read**: List any materials that attendees should read or be familiar with prior to the meeting | **Please bring**: List any materials or items attendees should bring to the meeting |
| --- | --- |

| **Objective**: What is the objective of this current meeting / why is it being called | **Notes**: Any additional notes about meeting |
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## Meeting Agenda

| **Agenda Topic** | **Agenda Topic Details** | **Presenter** | **Duration** |
| --- | --- | --- | --- |
| Opening / Roll call | * Take attendance
* Discuss purpose of meeting and objective
* Any other opening remarks
 | Presenter 1 | ‘X’ mins |
| Review action items from previous meeting / Key updates | * Action items from previous meeting
* Any additional key updates
 | Presenter 2 | ‘X’ mins |
| Agenda items (this is topics to be discussed during current meeting | * Discussion point list with bullets
* Action item
* Item description
* Item participants
 | Presenter 3 | ‘X’ mins |
| Round-robin discussion  | * Time should be left for attendees to discuss action items
 |  |  |
| Final resolution & conclusion |  |  |  |