

Staff Meeting Minutes & Items for Follow-Up

Date of Meeting:			
Attendees:			
TOPIC OR ISSUE	Follow-Up By	Due Date	
1:		<input type="checkbox"/>	
2:		<input type="checkbox"/>	
3:		<input type="checkbox"/>	
4:		<input type="checkbox"/>	
5:		<input type="checkbox"/>	
6:		<input type="checkbox"/>	
7:		<input type="checkbox"/>	
8:		<input type="checkbox"/>	
9:		<input type="checkbox"/>	
10:		<input type="checkbox"/>	
11:		<input type="checkbox"/>	

(Keep this as a meeting record and to ensure that follow-up items are completed)