

Staff Meeting Minutes Report

Meeting Details

Date	2024-06-12
Time	10:00 AM - 11:30 AM
Venue	Conference Room A
Facilitator	Jane Smith
Note-taker	John Doe

Attendance

Name	Role	Status
Jane Smith	Manager	Present
John Doe	Assistant Manager	Present
Emily Brown	HR	Present
Robert Lee	Staff	Absent
Alice Green	Staff	Present

Agenda

- Review of Previous Minutes
- Project Updates
- HR Announcements
- Open Discussion

Discussion Summary

1. Review of Previous Minutes

- Previous meeting's action items reviewed and completed. No pending issues.

2. Project Updates

- Emily Brown reported progress on the training module; on track for completion by end of the month.
- John Doe raised concern regarding project resource allocation. Jane Smith to follow up with Finance.

3. HR Announcements

- New leave policy effective from July 1st, 2024.
- Annual performance reviews scheduled for July 15th–20th.

4. Open Discussion

- Staff requested clarification on remote work guidelines. HR to circulate updated document.

Decisions Made

- Approved training budget increase by 10% for Q3.
- Agreed to pilot flexible work hours commencing August 2024.

Action Items

Action	Responsibility	Due Date	Status
Follow up on project resource allocation	Jane Smith	2024-06-15	In Progress
Circulate updated remote work guidelines	Emily Brown	2024-06-18	Pending

Next Meeting

Date	2024-06-26
Time	10:00 AM
Venue	Conference Room B

Adjournment

The meeting was adjourned at 11:30 AM.