

Notice of Staff Meeting

Please be informed of the following staff meeting. Your prompt attendance is required.

Date: _____

Time: _____

Location: _____

Agenda:

1. Welcome and Introductions
2. Updates from Management
3. Project Progress/Reports
4. Upcoming Events & Deadlines
5. Open Discussion
6. Any Other Business (AOB)

Called by: _____

Date of Notice: _____

This notice of meeting form sample is intended for internal staff use.
Please confirm your attendance at your earliest convenience.