|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Team Meeting Agenda | |  | | --- | | [Click to select date] | | [Facilitator] | |  | |

1. Attendees
2. Agenda items

|  |
| --- |
| General business (owner): |
| Financial results (owner): |
| General business (staff): |
| Training: |
| Occupational health and safety (OHS): |
| Complaints and mistakes: |

1. Action Items

|  |  |  |
| --- | --- | --- |
| Name | Action required | Due date |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |