|  |  |
| --- | --- |
| **DATE:** | Thursday, March 3, 2016 |
| **TIME:** | 10:30 AM |
| **LOCATION:** | Conference Room B |
|  |  |

**STAFF MEETING MINUTES**

|  |  |  |  |
| --- | --- | --- | --- |
| **FACILITATOR:** | Sara Hudson | **MINUTE TAKER:** | Anna James |
|  |  | **TIME KEEPER:** | Steve Hart |

**Call to Order**

* **Team Name / Organization**
* **Attendee Names**
  + Sarah Hudson, Steve Hart
* **Attendees Not Present**
  + Anna James, Ken Smith

**Welcome**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **TIME ALLOCATED:** | 5 min | **ACTION TO BE TAKEN BY:** | Anna James | **DATE TO BE ACTIONED BY:** | Friday, April 22, 2016 |

Remarks

**Previous Minutes**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **TIME ALLOCATED:** | 5 min | **ACTION TO BE TAKEN BY:** | Anna James | **DATE TO BE ACTIONED BY:** | Friday, April 22, 2016 |

Remarks

**Action Item Reports**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **TIME ALLOCATED:** | 5 min | **ACTION TO BE TAKEN BY:** | Anna James | **DATE TO BE ACTIONED BY:** | Friday, April 22, 2016 |

Remarks

**Review of Week Previous**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **TIME ALLOCATED:** | 5 min | **ACTION TO BE TAKEN BY:** | Anna James | **DATE TO BE ACTIONED BY:** | Friday, April 22, 2016 |

Remarks

**Administrative**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **TIME ALLOCATED:** | 5 min | **ACTION TO BE TAKEN BY:** | Anna James | **DATE TO BE ACTIONED BY:** | Friday, April 22, 2016 |

Remarks

**Housekeeping / OSHA**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **TIME ALLOCATED:** | 5 min | **ACTION TO BE TAKEN BY:** | Anna James | **DATE TO BE ACTIONED BY:** | Friday, April 22, 2016 |

Remarks

**Training**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **TIME ALLOCATED:** | 5 min | **ACTION TO BE TAKEN BY:** | Anna James | **DATE TO BE ACTIONED BY:** | Friday, April 22, 2016 |

Remarks

**Unfinished / New Business for Next Meeting Agenda**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **TIME ALLOCATED:** | 5 min | **ACTION TO BE TAKEN BY:** | Anna James | **DATE TO BE ACTIONED BY:** | Friday, April 22, 2016 |

Remarks

**Adjournment**Remarks

|  |  |
| --- | --- |
| **SECRETARY APPROVAL:** *(Signature & Date)* |  |

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