

Staff meeting agenda

Share the agenda before the meeting so everyone can add an item, including the people who can't be there. Write down decisions and actions before anyone leaves.

SITE _____	DATE AND TIME _____	CHAIR _____
NOTES BY _____	PLACE _____	NEXT MEETING _____

How to use the template

1. Fill in the site, date, chair and who takes notes before anyone sits down.
2. Pick the slot from the rota, and move it each month so the same people don't always miss it.
3. Ask everyone for points two days ahead, including people who can't come, and add them under Your points.
4. Give every action one name and a date, never "everyone".
5. Tick who was there, and note how each person who wasn't gets the update.
6. Open the next meeting with this sheet's actions.

ITEM AND WHAT YOU COVER	MIN	NOTES
Last time's actions Done, not done or dropped, and why	3	
Thanks One person by name and what they did on shift	2	
What's coming up Rota, menu, stock or opening hours changes, and busy dates ahead	5	
Safety What went wrong or nearly did, and what the team thinks should change	5	
Your points Points sent in ahead, including from people who can't be here	7	
One thing to fix One problem that keeps coming back, and a fix to try until next time	5	
Decisions and actions Read back what, who and by when, and who tells the people not here	3	

Decisions and actions

WHAT	WHO	DONE BY	DONE

Attendance

PRESENT	NOT THERE, AND HOW THEY GET THE UPDATE

For next time

Questions that came up and items you didn't get to.

The full guide: todolo.io/en/blog/staff-meetings-shift-teams · Want this in the app? [Book a demo](#)