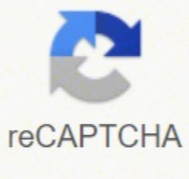




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Open

*Insert School Name N.S.*

*Insert School Logo*

**Staff Meetings Policy & Guidelines**

**Introductory Statement**

The following policy was devised by the school in September XXXX and will be presented to the BOM for ratification in October XXXX.

**Rationale**

The necessity for a comprehensive policy relating to staff meetings arose due to the need for:

- a) Clearly defined procedures for such events
- b) Accommodating and giving a voice to all staff members including SNAs
- c) Adjusting to the requirements of Social Partnership Agreements (Circulars 25/03 and 14/04)
- d) Fostering collaborative decision-making.

**Relationships to School Ethos**

*Insert School Name N.S.* strives to provide a well ordered, caring, secure atmosphere. This is achieved through promoting the individual and collective personal and professional development of staff through regular structured staff meetings and Board of Management sponsored staff development programmes.

## Meeting Agenda

**Information of Meeting**

**Objective:** Objective of meeting will be described here  
**Date:** 01/01/2000      **Location:** Room Number  
**Time:** 6:00 AM      **Meeting Type:** Write type of meeting  
**Call-In Number:** [List call in number]      **Call-In Code:** Write here call-in code here  
**Called By:** List Name      **Facilitator:** List Name  
**Timekeeper:** List Name      **Note Taker:** List Name  
**Attendees:** List Names

**PREPARATION FOR MEETING**

Please Read:

Please Bring:

ACTION ITEMS FROM PREVIOUS MEETING	RESPONSIBLE	DUE DATE
1 [List Action Item 1]	[Name]	[Date]
2		
3		

AGENDA ITEMS	PRESENTER	TIME ALLOTTED
1 [List Agenda Item 1]	[Name]	[x minutes]
2		
3		
4		

NEW ACTION ITEMS	RESPONSIBLE	DUE DATE
1 [List New Action Item 1]	[Name]	[Date]
2		
3		

**OTHER NOTES OR INFORMATION**

# <Project Name> Meeting Agenda



Program/Area:	[Insert program/area with which the project is affiliated]
Meeting Purpose:	[Insert name or purpose of meeting]
Meeting Date:	<mm/dd/yyyy>
Meeting Time:	[Insert time]
Meeting Location:	[Insert location]
Meeting Facilitator:	[List names]
Invitees:	[List names]

ID	TYPE	LEAD	TOPIC	DESCRIPTION
1	[Options are: Discussion, Decision, Update]	[insert name or initials]	[insert topic]	[insert Description]
2				
3				

DATE	TIME	LOCATION	ATTENDEES	AGENDA	DETAILED ACTION PLAN	STATUS
10/15/2021	10:00 AM	Virtual Meeting	John Doe, Jane Smith	Review progress of project X, discuss budget concerns.	1. Review budget report by 10/15/21. 2. Discuss budget concerns with finance team by 10/20/21.	On Track
10/22/2021	11:00 AM	Virtual Meeting	John Doe, Jane Smith, Bob Johnson	Review progress of project Y, discuss marketing strategy.	1. Review marketing strategy by 10/22/21. 2. Discuss marketing budget with sales team by 10/25/21.	On Track
10/29/2021	10:00 AM	Virtual Meeting	John Doe, Jane Smith	Review progress of project Z, discuss customer feedback.	1. Review customer feedback by 10/29/21. 2. Discuss customer service improvements by 11/05/21.	On Track

## XXX OHS Committee Meeting No. xx

Location:  
Date of meeting:  
Time of meeting:

### Minutes of Meeting

	To be auctioned by	Completion Date
1. <b>Apologies:</b> <put details in here>		
2. <b>Attendance:</b> <put in here details of attendees>		
3. <b>Confirmation of minutes from previous meeting:</b> <put details in here>		
4. <b>Matters arising from minutes:</b> <put details in here>		
5. <b>Safety Officer's Report</b> <put details in here>		
6. <b>Specialty Officer's Report</b> <put details in here>		
7. <b>Health &amp; Safety Representative/s Report</b> <put details in here>		
8. <b>OHS Plan Review</b> <put details in here>		
9. <b>Building construction and/or refurbishment</b>		

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À Prepare release notes and circulate. À Release to the production environment. Send Go Live communication. À Update the last customer quote for Mr. Zan. À Update the API code to include an emergency fix. À Confirm availability environmental impact for production release. À Obtain API documentation from Visa, Mastercard. À Get Connectivity Details for development. À Organize detailed steps for the customer on-boarding. Once you assign a number to an activity, it should not be changed. Typically, action items are created to resolve some roadblocks or activities routine. Download this model now! Best Practice for Capturing and Monitoring Action Items When an action item is discovered during the meeting or discussion, be sure to write down the details. À Be sure to capture the name of the person who will work on the action item with a commitment for an end date. À As soon as the À² meeting is complete and you return to your desk, send an e-mail to all meeting participants with action items and dates. À Without delay, capture the actions in the action item log with appropriate details such as name, expiry date, priority and progress. À Review the outstanding action items regularly weekly. À Send reminders for all activities key as people generally forget. À Always start the meeting with a follow-up on previous action items. À Clearly highlight activity or dependencies. À If the responsible person does not respond, copy the manager or scale to the manager. À It's a good idea to write the actions as typing Request more time. À Project Manager interacts with a series of people during project management. Examples of different people in the project team, stakeholders, suppliers, external parts or other Project Managers. Furthermore, models simplify your life and new people to these concepts. At the end of the meeting, confirm action points with managers. Specific requests from stakeholders or senior management. Action: An action² an activity assigned to a user that must be completed within the defined timelines. Activity which created the outcome of the meetings of the project monitoring committee. If possible, À² you can ask someone else for help during the meeting to take notes. Send actions immediately after the meeting. The objective² is to perform actions in time so that the project or activity may progress. Meetings with external parties or suppliers. Status: This field captures the current state of the action. Actions need to be clearly defined in the body of the e-mail so that people can see them immediately. Action Items Outlook e-mail template About Action Item Tracker Excel template ID: This serves as a unique identifier for an action element and refers to a particular element in a tracker. This field has 3 values - À² ÀHighÀ² @ ÀÀ indicates High Priority; Ç ÀMediumÀÀ indicates Priority mean and À² ÀLowÀ² @ ÀPriorityÀ² low. Download The Model Now! One action could be À² ÀIn ProgressÀ² @ ÀÀ (Still to be resolved), À² + ÀCompleted,À² + À² ÀÀ² A brief description of the current status in terms of action progress is given here, starting with the most recent update¹ at the top. Because meetings involve more² people who typically discuss a problem or a general update, there are always activities of a meeting. CÌÀ² will contribute to identify if the action item will be completed according to the agreed timeline. The Swapnil Wale Action À² a business typically assigned to a specific person an end date. Actions Elements E-mail Template for Outlook One of the effective ways to communicate open action items² the use of e-mail messages. Action may also result from situations such as accidents or emergencies within the organization. Periodic stock review ensures activity review and increased likelihood on time. Expiry date: Expected action close date % complete: An action item has a due date for completion and this field indicates the percentage of completion of the item up to the due date. Opening date: The date the À² action was identified and added to the tracker. Actions are generally the result of discussions between the different parties in a meeting. The action acquired by a project manager À² focused on the specific project managed.ÀÀ² A project manager can use the actions in the following scenarios .ÀÀ² Actions that occur during daily stand-up or recovery meetings. For example, get approval on the billing agreement before commencing customer services. The critical aspect of keeping the movable elements of the À² action is to move the closed elements to a different list and review the open elements regularly. Sequential Action Item ListÀ² Recurring Actions elements are a concept in which action elements are maintained and visited regularly until they close. closed.

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