

Weekly Staff Meeting Report

Unit _____

Date: _____

Members Present:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Topics Covered

Information to Share with Staff: (i.e. memos, new policies, upcoming training, etc.)

Enrollment: _____

Education: _____

Transportation: _____

Family Services: _____

Nutrition: _____

Health: _____

Training: _____

Other: _____

Training Completed: Topic(s): _____

Presenter(s): _____ Hours: _____

Handouts: _____

Evaluation of Training: Very Helpful Somewhat Helpful Not Helpful

Future Training Needs:
