

**UL Central Office/UL Professional Development/UL HR Services/UL Staff Experience
Team Meeting Agenda**

(insert date)

Mindfulness Moment

Updates *(for information)*

TOPIC	STAFF MEMBER	DESCRIPTION	TIME NEEDED

Discussion or Decision Making

TOPIC	STAFF MEMBER	DESCRIPTION	TIME NEEDED

Upcoming Programs/Initiatives/Meetings

INITIATIVE - PROGRAM - MEETING	DESCRIPTION	LOGISTICS	STAFF MEMBER

Action Steps *(tasks to be completed before next meeting)*

Next Meeting Agenda Items *(items generated from this meeting that we will discuss/address at the next meeting)*

(insert meeting day of week) , (insert meeting date), at 1pm on MS Teams