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| ImaKam Meeting Minutes Template | Date: June,25,2021TimeLocation |

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| Meeting called by: | Susan Wood | Type of meeting: | Staff Meeting |
| Facilitator: | Jennifer Thompson | Note taker: | Eleanor Dawson |
| Timekeeper: | Jennifer Thompson |  |  |

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| Attendees: | Susan Wood, Jennifer Thompson, Eleanor Dawson |
| Please read: | Reception Schedule |
| Please bring: | Note pads |

# Minutes

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| Agenda item: | Scheduling process  | Presenter: | Susan Wood |

#### Discussion:



Make it easier for our receptionist and staff members for our double bookings. Help better streamline it and make it easy for our members and get the flow going.

#### Conclusions:

Cannot merge both web tracker calendar and outlook calendar so we suggest we use one another so we don’t get confused.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Tutorial for use of full-on calendar
 | Susan Wood | June,25,2021 |
| * Send email for staff meeting
 | Jennifer Thompson |  June,25,2021 |
| * Subject lines need more specific
 | Jennifer Thompson | June,25,20 |

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| Agenda item: | Office party | Presenter: | Jennifer Thomspon, Eleanor Dawson |

#### Discussion:

We don’t have many people in our social community, so it won’t be easy for one person to control that.

#### Conclusions:

So, both Jennifer and Eleanor will handle that, but it is not that important.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Email
 | Jennifer |  June,25,2021 |
| * Email
 | Eleanor |  June,25,2021 |