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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:

Logo

Description automatically generated

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 |