

Meeting Notice for Office

Title of the Meeting

Monthly Office Staff Meeting

Date and Time

March 10, 2025, from 9:00 AM to 11:00 AM

Location

Main Conference Room, Floor 3, Office Building / Virtual Link: [MicrosoftTeamsLink]

Agenda

- Opening remarks by the Office Manager
- Review of last month's performance metrics and objectives
- Discussion on upcoming projects and deadlines
- Updates on office policies and new HR guidelines
- Training session on new software tools being implemented
- Health and safety updates relevant to the office environment
- Open floor for staff to raise any current issues or suggestions
- Closing remarks and overview of next month's goals

Participants

All office staff, including department heads, administrative personnel, and support teams, are required to attend.

Preparation Required

Staff should:

- Prepare a brief report on their previous month's work and any outstanding tasks
- Bring any questions or feedback regarding office policies or projects
- Review the new software tool's basic features (tutorial links sent via email)

Contact Information

Michael Roberts, Office Manager Email: michaelroberts@officename.com Phone: (456) 789-0123

Please confirm your attendance by March 5, 2025, and indicate whether you will be joining in person or virtually. This meeting is crucial for ensuring we are aligned with our goals and everyone is up to speed on office developments.