**Staff Meeting Agenda for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. Introduction Of Guests – 2 Minutes
2. Special Announcements – 5 Minutes
3. Share Compliment Letters – 5 Minutes
4. Share New Ideas And Best Service Practices – 10 Minutes
5. Discuss Overall Funeral Trends – 15 Minutes
6. Specific Education Topic – 20 Minutes
7. Discussion Question Time – 5 Minutes
8. Brief Open Forum Time – 5 Minutes
9. Conclusion And Thank You – 2 Minutes