Houghton Weekly Staff Meeting

Date:

Attendees:

Tammy  Peggy  Karen  Sarah  Jenn

## Waitlist Review:

Review each person on the wait list and have staff assigned provide updates.

## Staff Updates/Questions:

Call upon each staff person to see if they have anything they want to discuss, questions they may have or client issues they want to share.

## Office Updates:

Any updates staff need to be aware of regarding the office, supplies, upcoming leave (all staff), etc.

## Director/Supervisor Updates:

Terry or Supervisor will provide any updates or reminders that all staff need to know about.