

Team Meeting Minutes

Team Meeting and General Meeting of Members of **XX Co-operative**

Time:

Date:

Address:

**Names of those in attendance:**

**Apologies:**

Minutes of Previous Team Meeting on [date] were adopted.

1. **Housemates**
2. **Staff Changes**
3. **Roster**
4. **Dates when Day Programs will be closed/need to be at House**

* Staff Leave Plans
* Parents Away Dates

1. **Incidents**
2. **WH&S (Staff)**
3. **Training**
4. **IT**
5. **Accounting**
6. **Documentation**
7. **Repairs and Maintenance**
8. **Vehicle**

1. **Staff Quality Surveys**
2. **NDIS**
3. **Date and Time of Next Meeting**

The meeting closed at

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Chairperson