

# West Warren Park Staff Meeting

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## I. Welcome & Introductions (5 minutes)

- Briefly welcome staff members
- Acknowledge any new staff or guests

## II. Review of Previous Meeting Minutes (3 minutes)

- Quickly review and approve the minutes from the last meeting.

## III. Park Updates & Announcements (10 minutes)

- **Project Updates:** Briefly discuss the progress of ongoing park projects.
- **Upcoming Events:** Review any upcoming events in the park.
- **Maintenance Issues:** Address any immediate maintenance needs or concerns.
- **Staffing Updates:** Mention any staffing changes.

## IV. Departmental Reports (15-20 minutes)

- **Maintenance Report:** Have the maintenance supervisor provide an update on:
  - Routine maintenance tasks
  - Equipment repairs or needs
- **Administrative Report:** (If applicable) Have the administrative staff provide updates on:
  - Budget updates
  - Communication and outreach efforts

## V. Discussion Topics (20-30 minutes)

- **Open Forum:** Allow time for general discussion, questions, and suggestions from staff members.

## VI. Action Items & Next Steps (5 minutes)

- Clearly identify any action items resulting from the meeting.
- Assign responsibility for each action item.
- Set deadlines for completion.

## VII. Adjournment