

**Director – Site Operations  
Weekly Staff Meeting  
DRAFT  
Agenda Template**

- **Safety Message**
- **Administrative (15 minutes)**
  - **Rollouts / Communications / Change Management**
  - **30d, 60d, 90d Look-a-head**
  - **Review Ops Leadership Team Calendar**
  - **Review Director – Site Operations Action Tracking Items**
- **Operations *Excellence* Business Plan Milestones (30 minutes)**
  - **Status & Discussion**
- **Stakeholder Feedback (15 minutes)**
  - ↳ **QA Quarterly Report**
  - **NRC Biweekly / Quarterly Exit Meeting Minutes**
  - **NRB / Operations Quarterly Subcommittee Report**
- **Recognition (15 minutes)**
- **Around the Room (15 minutes)**

*Open Items*

*Ops leaders*

*CG-5*