**Team Brief**  
[INSERT MONTH/YEAR]



**Core Briefing Items**

# *Please* ***review the*** [***University Management Board (UMB) archive***](https://qubstudentcloud.sharepoint.com/sites/int-vco/SitePages/StaffOnly/University%20Management%20Board.aspx)*on Sharepoint**and identify any recent updates from UMB that have direct significance for staff in your area. Please note these in the section below and highlight them to your team when delivering your Team Brief.*

* Enter your content here.

# **Local Briefing Items**

*Include key local updates relevant to your* ***Faculty****,* ***School****,* ***Directorate******or team*** *which staff should be briefed on:*

# **Staff Matters**

* Enter your content here

# **New Arrivals:**

* Enter your content here

**Current Projects/Issues**

* Enter your content here

# **Upcoming Deadlines/Dates:**

* Enter your content here

# **Questions and Feedback**

# *Make a note of any feedback raised during the Team Brief.*

* Enter your content here