|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Minutes of the Hotel Director’s Meeting** | | | | |
| Date |  | Voyage # |  |  |

List personnel present in meeting

Points of last meeting; have they been dealt with?

Provide brief synopsis of meeting

Points to improve/change prior to next meeting

a. Issues that require immediate office assistance pertaining to:

Charter

Passengers

Crew

Hotel operational policies and procedures

Purchasing

Maintenance

Vessel Sanitation