SAMPLE ACTION ITEMS MEETING MINUTES FOR JONES CONSULTANTS, INC.

# MEETING DETAILS

Chairperson: Caroline Vogel (Project Manager) Secretary: Andrew Cruz

Date: February 9, 2021

Time: 11:00 am

Location: Jones Consultants’ Headquarters Street Address: 1234 Main St.

City: Los Angeles State: CA Zip: 91111

# ATTENDEES.

* + Caroline Vogel (Project Manager)
	+ Andrew Cruz (Secretary)
	+ Amanda Sanders (Designer)
	+ Eva Montell (Project Coordinator)

# ABSENCES.

* + Trevor Marcille (Legal)

# CALL TO ORDER.

**Previous Meeting Minutes** – Speaker Caroline Vogel – 11:01 am

The Chairperson called the meeting to order to approve the minutes from the February 8, 2021 meeting. Meeting attendees voted unanimously to approve the minutes.

**Current Meeting Agenda** – Speaker Caroline Vogel – 11:04 am

Andrew distributed the current meeting agenda to all attendees to review for questions and additions.

At 11:06 am, the attendees voted unanimously to approve the agenda.

# OLD BUSINESS. Old Business

Since this was the first action items meeting regarding this project, there was no old business to discuss.

# NEW BUSINESS.

**New Action Items and Assignments** – Speaker Caroline Vogel – 11:07 am

* + Concept
		- Caroline Vogel and Amanda Sanders
		- Due: March 19, 2021
	+ Draft plan
		- Amanda Sanders
		- Due March 19, 2021
	+ Schedule three site visits
		- Amanda Sanders
		- Due: February 19, 2021
	+ Keep up with agreed reporting and scheduling
		- Amanda Sanders
		- Due: Ongoing
	+ Complete Zoning and Code Report
		- Trevor Marcille
		- Due: March 12, 2021

# ADJOURNEMENT

**Adjournment** – Speaker Caroline Vogel – 11:27 am

Caroline called an end to the meeting. Andrew recorded the end time and Caroline approved the minutes.

Minutes submitted by: Print Name: \_Andrew Cruz \_ Approved by: Print Name: \_Caroline Vogel