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.

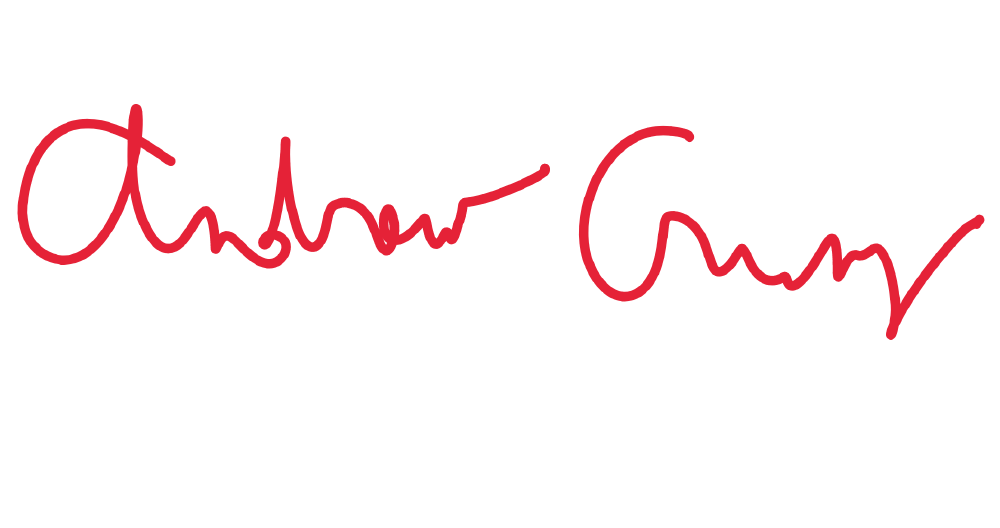
**New Action Items and Assignments** – Speaker Caroline Vogel – 11:07 am

* + 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