SAMPLE FIRST-TIME MEETING MINUTES FOR ANDREW CRUZ

# MEETING DETAILS

Supervisor: Kathleen Jones New Employee: Andrew Cruz

Date: January 12, 2021

Time: 11:00 am

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

City: Los Angeles State: CA Zip: 91111

# INTRODUCTION

* + Kathleen welcomed Andrew to Jones Consultants and reviewed his job description.
  + Kathleen also shared her background and experience starting and running the business

# PERSONAL BACKGROUND

* + Grew up in Seattle, WA;
  + Has a B.A. in Communications from UCLA (2020);
  + Lives with two roommates in West Hollywood; and
  + Hobbies include surfing, bike riding, reading, and hanging out with his dog.

# COMMUNICATION

* + Prefers email communication whenever possible, call or text if the matter is urgent

# AVAILABILITY

* + Available Monday through Friday 8:30am – 4:30pm and anytime on Saturdays

# GOALS AND ASPIRATIONS

* + He would like to pursue a career in Industrial & Organizational Psychology
  + Sees this position as a good first job post-Bachelor’s to enter the world of office management and HR

# TYPES OF WORK

* + Has great communication and organizational skills
  + Will have him manage all general office communications and manage all office supplies and mail

# FREQUENCY

* + Bi-monthly one-on-one meetings



Minutes submitted by: Print Name:

Kathleen Jones

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Approved by: Print Name:

Andrew Cruz