

SAMPLE FIRST-TIME MEETING MINUTES FOR ANDREW CRUZ

I. 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

II. INTRODUCTION

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

III. 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.

IV. COMMUNICATION

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

V. AVAILABILITY

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

VI. 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

VII. TYPES OF WORK

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



VIII. FREQUENCY

- Bi-monthly one-on-one meetings

Minutes submitted by: *Kathleen Jones* Print Name: Kathleen Jones

Approved by: *Andrew Cruz* Print Name: Andrew Cruz