**SAMPLE FORMAL MEETING AGENDA FOR**

**SMITH & JOHNSON IMMIGRATION ATTORNEYS**

**I. MEETING DETAILS**

Meeting Lead: Walter Reed, CEO

Secretary: Peggy Sue

Date: January 6, 2020

Time: 8:50 AM EST

Location: Center for Law, Conference Room A

Street Address: 9000 SE 8TH CIR.

City: Houston State: Texas Zip: 00091

URL or Dial-In Number: Not Applicable

**II. OPENING**.

* Brief introduction to Walter Reed;
* Purposes for convening;
* Ten (10) minute grace period for late arrivals;
* Call to order.

**III. ATTENDANCE**.

Attendees: Walter Reed, Peggy Sue, Frank Medina, Barbara Stein, Kamala Jones.

Absentees: Fredrick Chaney

**IV. AGENDA APPROVAL**.

* Distributing of agenda;
* Motion to add/omit items;
* Vote to approve agenda.

**V. DISTRIBUTE PREVIOUS MEETING MINUTES**.

* Vote to approve prior meeting minutes.

**VI. OLD BUSINESS**.

* Discuss the Perez case’s defense (led by Medina);
* Changes to health-care coverage 2020;
* Alterations to the Employee Handbook’s NDA;
* Vote on resolutions.

**VII. NEW BUSINESS**.

Distribution of new cases and updates:

* Medina—Perez Case;
* Stein and Chaney—Rodriguez Case;
* Jones—Shaw Case.

**VII. OTHER ITEMS**

* Round-Robin discussion to address remaining questions and concerns. (Please note to reserve your questions until this item is visited.)

**VII. CONCLUSION**

* Meeting will adjourn and minutes shall be approved.

Agenda approved by: Print Name: Walter Reed