

# **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 8<sup>TH</sup> 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:

A handwritten signature in red ink, appearing to be 'Walter Reed', written over the text 'Agenda approved by:'.

Print Name: **Walter Reed**