

SAMPLE MONTHLY MEETING MINUTES FOR ADVANTAGE COMPUTING PARTNERS

I. MEETING DETAILS.

Meeting Leader: Eric Langston, CEO
Secretary: Natalia Goodman

Date: January 6th, 2020
Time: 9:00 AM (Pacific Time)

Location: Main Office Building, Room 18
Street Address: 9000 NW 8TH ST.
City: San Francisco
State: California Zip: 00001-3339

II. ATTENDEES.

Eric Langston (CEO), Natalia Goodman (Secretary), Stephanie Hanes, Madison Stone, Robert Antoine, Wayne Williamson.

III. ABSENCES.

Rebecca Frankfurt.

IV. CALL TO ORDER.

Distribution of Previous Meeting Minutes – Eric Langston – 9:05 AM

Mr. Langston called the meeting to order after a five (5) minute grace period for arrivals. First order of business was approving last week's meeting minutes. Attendees voted unanimously to approve the minutes.

Approval of Current Meeting Agenda – Eric Langston – 9:15 AM

Attendees were each given an agenda prior to the meeting via email.

No motions to add/omit any items of the agenda. The agenda was unanimously approved by all attendees at 9:20 AM.

V. OLD BUSINESS.

Quarterly Reports – Eric Langston – 9:25 AM

Q-2 report reviewed at the lead of Mr. Langston. Metrics were compared to the goals set by management last quarter. Attendees inquired about outstanding items that went undiscussed during last month's meeting—particularly the sales drop in software integration systems.

Employment Handbook Changes – Eric Langston – 9:45 AM



As mentioned in last month's meeting, new guidelines were added to the amended Employee Handbook in accordance with changes to federal law. All employees must provide their digital signature through the employee online platform. Three (3) signatories are still missing.

VI. NEW BUSINESS.

Assignment of Monthly Tasks – Stephanie Hanes – 10:15 AM

Monthly tasks were assigned to each employee by their respective departmental head. The sales branch was given potential leads per the new quarterly reports. Whereas, the computing engineering team was tasked with correcting errors in the retrieval of client data.

Distribution of Monthly Goals Document – Stephanie Hanes – 10:40 AM

A simple one-page document containing company-specific sales goals was distributed to all attendees.

VII. OTHER ITEMS.

Round-Robin Discussion – All Attendees – 10:45 AM

All attendees were encouraged to contribute their input, ask questions, and raise any concerns that have come to light since the start of the meeting or since last month's meeting.

A majority of attendees had questions regarding the new federal guidelines that would affect how client information is stored. Langston is set to follow-up via email with a detailed description of changes.

VIII. ADJOURNMENT.

Meeting Minutes Approval & Conclusion – All Attendees – 10:57 AM

Everyone in attendance approved minutes unanimously.

Meeting Adjourned – 11:00 AM

Submitted by: 

Print Name: **Natalia Goodman**

Approved by: 

Print Name: **Eric Langston**