

SAMPLE QUARTERLY MEETING MINUTES FOR SMITH & STONE SOFTWARE PARTNERS

I. MEETING DETAILS

Meeting Leaders: Robert Smith, Jackie Stone
Secretary: Jennifer Page

Date: January 6th, 2020
Time: 11:00 AM EST

Location: Jackson Memorial Building, Conference Room B
Street Address: 6000 S.W. Main Street
City: Jacksonville State: Florida Zip: 00001-2211

URL or Dial-In Number: 1-888-555-3838 (only available for out-of-state staffers).

II. ROLL CALL.

Roll call initiated – Secretary Page – 11:05 AM

The following individuals were in **attendance**:

- Robert Smith (CEO, Partner)
- Jackie Stone (COO; Partner)
- John Roberts (CFO)
- Steven Page (Secretary)
- Rebecca Mann (Engineer Lead)
- Doug H. Richardson (Computing Lead)
- Fred Grant (Marketing Lead)
- Jeffrey Quill (Customer Service Lead)
- Stephanie Restrepo (H.R Lead)

The following individuals were **absent**:

- Michael Patterson (excused).

Quorum confirmed with nine (9) attendees – Secretary Page – 11:08 AM

III. CALL TO ORDER.

Call to Order – Secretary Page – 11:10 AM

Previous Meetings Minutes Distributed – Secretary Page – 11:15 AM

Distribution of prior meeting minutes; last quarterly meeting occurred on November 6, 2019, known as Q-3. Previous minutes were approved unanimously by all the attendees.

Meeting Agenda Distribution – Secretary Page – 11:25 AM

The current meeting agenda was distributed to all attendees. After giving attendees five (5) minutes to review, a vote of the meeting agenda was held.

At 11:32 AM, the agenda was approved with unanimous votes.

No major motions to change, amend, or otherwise alter the agenda occurred.

IV. ASSESS QUARTERLY REPORTS.

Q-3 Report Reviewal from October to January – Smith and Stone – 11:35 AM

Quarter 3 was reviewed by Mr. Smith and Mrs. Stone in both metrics and financial reports. Three primary topics of discussion were had, including:

- A 17% rise in traffic for websites that deal with finance, such as the firm's stock-related news site and its automated estimator;
- Q-3 goal of over \$300,000 in profit was met. The exact number was \$437,000;
- 32% of profits were made in December due to deregulation of trades (per HB-203).

V. UPCOMING PRIORITIES.

Upcoming Priorities for Q-4 – Smith and Stone – 12:15 PM

Mr. Smith highlighted the importance of clearing all technical issues before the new websites are made available to the public. He issued a tentative date for roll-out to the public: March 25th, 2020, which occurs during Q-4.

The priorities Mr. Smith included in his demands were functioning links, in-sync tickers, among several other intuitive features. Mrs. Stone will send follow-up correspondence regarding the priorities to each departmental head's email address.

VI. OTHER ITEMS.

Input from Investors – Reps from OTI Financial and Decent Banking Solutions – 12:45 PM

Rebecca Lowe and Michael Chewy joined the meeting via video conferencing at 12:45 PM as guests.

Both representatives, representing the primary two investors (noted above), added their notes on the development of the new websites. They expressed praise on the direction the engineers were taking. Both reps urged the roll-out date to be on time due to time demands from their monetary backers.

VII. ADJOURNMENT.

Approval of Meeting Minutes – Secretary Page – 1:05 PM

Meeting Adjourned – Secretary Page – 1:15 PM

Submitted by:  _____

Print Name: Robert Smith

Approved by:  _____

Print Name: Jennifer Page