**SAMPLE STAFF (MANAGEMENT) MEETING AGENDA FOR**

**SEAN CARTER RETAILERS & CO**

**I. MEETING DETAILS**

Meeting Leader: Wendy Carter

Secretary: John Leyton

Date: January 6th, 2020

Time: 9:00 AM PST

Location: Madison Building, Room 144 (Conference Room)

Street Address: 9000 Penn. Ave

City: Cleveland State: Ohio Zip: 00007-9999

URL or Dial-In Number: 1-888-555-3535 (dial-in available for those out-of-state).

**II. OPENING**.

* ­­­Introduction to Wendy Carter, new meeting leader;
* Brief overview of the meeting;
* Five (5) minute grace period for late arrivals;
* J. Leyton will call meeting to order at 9:05 AM PST.

**III. ATTENDANCE**.

**ATTENDEES**: Wendy Carter, Robert Smith, John Leyton (Secretary), Stephanie Parker, Sayd Lou.

**ABSENTEES:** Kenny James.

**IV. KEY UPDATES.**

* Metrics update since last month, including sales, marketing, and revenue;
* Changes to Employee Handbook;
* OSHA requirements for CY-2020.

**V. TRACK PROGRESS**.

* Revenue goals vs. current figures;
* Areas to improve or re-focus;
* Outline of priorities in order to reach targeted goals before next meeting.

**VI. ROUND-ROBIN DISCUSSION**.

**NOTE: PLEASE RESERVE QUESTIONS FOR DISCUSSION DURING THIS ITEM.**

In the following order, managers will provide updates, ask questions, and raise concerns:

1. Kenny James
2. Robert Smith
3. Stephanie Parker
4. Sayd Lou

**VII. OTHER ITEMS**.

* Managers are encouraged to raise additional comments otherwise undiscussed;
* Hold vote on resolutions if and when necessary.

**VII. ADJOURNMENT.**

* Meeting will adjourn;
* J. Leyton will seek approval for meeting minutes.

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print Name: Wendy Carter

