

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: _____

A handwritten signature in red ink, appearing to read 'Wendy Carter', is written over a horizontal line.

Print Name: Wendy Carter