**SAMPLE STAND UP MEETING AGENDA FOR**

**WXYZ RETAIL COMPANY**

|  |  |
| --- | --- |
| **MEETING DETAILS** | |
| Date: January 6, 2020 Time: 09:00  AM  PM  Location: The Break Room Meeting Lead: Jessica Carlson | |
| **ATTENDANCE** | |
| **Attendees:** Jessica Carlson (Lead), Jason Wills, Stephanie Pavon, Frank Smith, Muhammed Riz, Steven Johnson, Lady James.  **Absentees**: Mark Hoss, Francesca Lowe. | |
| **ITEMS & DISCUSSION** | |
|  | |
| **2**  **min** | **1ST ITEM: OPENING**   * Introduction; * Two (2) minute grace period for late arrivals. |
| **2**  **min** | **2ND ITEM: ATTENDANCE**   * Roll call will be taken three (3) minutes after the start of the meeting. |
| **5**  **min** | **3RD ITEM: OLD BUSINESS**   * Update on weekly sales goal; * Resolution on fitting room organization; * New uniform selection—vote will be held. |
| **5**  **min** | **4TH ITEM: NEW BUSINESS**   * Recall of defective garments; * Re-organization of Men’s Shoes Dept; * Unloading merchandise instructions. |
| **6**  **min** | **5TH ITEM: ROUND-ROBIN UPDATES AND QUESTIONS**   * Each attendee will provide updates on their weekly tasks, in the order that follows:   Ladies’ Department—Steven, Stephanie, and Lady.  Men’s’ Department—Jason, Frank, and Muhammed. |