**SAMPLE STAND UP MEETING AGENDA FOR**

**WXYZ RETAIL COMPANY**

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| **MEETING DETAILS** |
| Date: January 6, 2020 Time: 09:00 [x]  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** |
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| **2****min** | **1ST ITEM: OPENING*** Introduction;
* Two (2) minute grace period for late arrivals.
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| **2****min** | **2ND ITEM: ATTENDANCE*** Roll call will be taken three (3) minutes after the start of the meeting.
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| **5****min** | **3RD ITEM: OLD BUSINESS*** Update on weekly sales goal;
* Resolution on fitting room organization;
* New uniform selection—vote will be held.
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| **5****min** | **4TH ITEM: NEW BUSINESS*** Recall of defective garments;
* Re-organization of Men’s Shoes Dept;
* Unloading merchandise instructions.
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| **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.  |