

# 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 1<sup>ST</sup> ITEM: OPENING

min

- Introduction;
- Two (2) minute grace period for late arrivals.

### 2 2<sup>ND</sup> ITEM: ATTENDANCE

min

- Roll call will be taken three (3) minutes after the start of the meeting.

### 5 3<sup>RD</sup> ITEM: OLD BUSINESS

min

- Update on weekly sales goal;
- Resolution on fitting room organization;
- New uniform selection—vote will be held.

### 5 4<sup>TH</sup> ITEM: NEW BUSINESS

min

- Recall of defective garments;
- Re-organization of Men's Shoes Dept;
- Unloading merchandise instructions.

### 6 5<sup>TH</sup> ITEM: ROUND-ROBIN UPDATES AND QUESTIONS

min

- 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.