**SAMPLE TEAM MEETING AGENDA FOR**

**ABC YOUTH SERVICES COMPANY**

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| **MEETING DETAILS** |
| Date: Tuesdays Time: 9:00 [x]  AM [ ]  PM Recurring: [x]  Yes [ ]  NoLocation: Classroom 12 at Youth Center Dial-in Number or Meeting URL (if any): N/AMeeting Lead: Margarita Sanchez Other Speakers: Robert Parker |
| **ATTENDANCE** |
| **Attendees:** Margarita Sanchez, Robert Parker, Laura Smith, Ellen Page, Santiago Lewis, Peggy Abel.**Absentees**: Dan Thompson.  |
| **ITEMS & DISCUSSION** |
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| **10****min** | **1ST ITEM: OPENING & ROLL CALL*** Introduction by Margarita;
* Call meeting into order at 9:05 AM;
* Roll call will commence upon the start of the meeting;
* Overview of items.
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| **15****min** | **2ND ITEM: UPDATES AND ANNOUNCEMENTS*** Changes to Employee Handbook, including different PTO structure effective CY-2020;
* Parents with children enrolled in after-school program must provide ID now per new policy;
* Laura Smith will assume the Director position.
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| **10****min** | **3RD ITEM: UPCOMING PRIORITIES*** New assignments for all team members;
* Accommodation for newly implemented health guidelines;
* Progress report for monthly goals.
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| **20****min** | **4TH ITEM: ROUND-ROBIN DISCUSSION**All team members will communicate updates from their respective departments in the following order:* Parker, Finance;
* Smith, Director of Operations;
* Page, After-School Coordinator;
* Lewis & Abel, Recreational Program Leads.
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| **5****min** | **5TH ITEM: FINAL RESOLUTIONS & CONCLUSION*** Vote on any resolutions (if necessary);
* Adjournment.
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