**SAMPLE TEAM MEETING AGENDA FOR**

**ABC YOUTH SERVICES COMPANY**

|  |  |
| --- | --- |
| **MEETING DETAILS** | |
| Date: Tuesdays Time: 9:00  AM  PM Recurring:  Yes  No  Location: Classroom 12 at Youth Center Dial-in Number or Meeting URL (if any): N/A  Meeting 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** | |
|  | |
| **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. |
| **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. |
| **10**  **min** | **3RD ITEM: UPCOMING PRIORITIES**   * New assignments for all team members; * Accommodation for newly implemented health guidelines; * Progress report for monthly goals. |
| **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. |
| **5**  **min** | **5TH ITEM: FINAL RESOLUTIONS & CONCLUSION**   * Vote on any resolutions (if necessary); * Adjournment. |