

# 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**    **1<sup>ST</sup> 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**    **2<sup>ND</sup> 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**    **3<sup>RD</sup> ITEM: UPCOMING PRIORITIES**

- New assignments for all team members;
- Accommodation for newly implemented health guidelines;
- Progress report for monthly goals.

### **20 min**    **4<sup>TH</sup> 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** 5<sup>TH</sup> ITEM: FINAL RESOLUTIONS & CONCLUSION  
**min**

- Vote on any resolutions (if necessary);
- Adjournment.