**SAMPLE WEEKLY MEETING AGENDA FOR**

**ABC LOGISTICS COMPANY**

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| **MEETING DETAILS** | |
| Date: January 06, 2020 Time: 9:00  AM  PM  Location: Meeting Room A Dial-in Number: Not Applicable Meeting URL: Not Applicable  Meeting Lead: Frank Medina Other Speakers: Office and Warehouse Department Leads | |
| **ATTENDANCE** | |
| **Attendees:** Frank Medina (CEO), John Smith (CFO), Abigail Roy (Office Lead), Tyrone Doyle (Warehouse Lead), Hansel Lopez, Manuel Ross, Violet Johnson.  **Absentees**: Stephanie Tyler, Daniel Cruz. | |
| **ITEMS & DISCUSSION** | |
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| **5**  **min** | **1ST ITEM: Introduction & Roll Call**   * Roll call for attendance; * Five (5) minute grace period for those running late. |
| **15 min** | **2ND ITEM: Updates / Announcements**   * Number of pallets shipped last week (metrics); * Year-end reports; * New employment handbook changes for 2020. |
| **10**  **min** | **3RD ITEM: Upcoming Priorities**   * Goals for week of 01/06-01/13; * Individualized tasks per department heads. |
| **15**  **min** | **4TH ITEM: Round-Robin for Updates / Concerns**  In the following order:   * Abigail Roy (Office Lead) * Tyrone Doyle (Warehouse Lead) * Hansel Lopez – Update on re-organizing project * Manuel Ross – Update on client relations * Stephanie Tyler – Social media update * Violet Johnson – Amazon FBA update * Daniel Cruz – Manufacturing clients update |
| **5**  **min** | **5TH ITEM: Conclusion**   * Address any questions still remaining; * Closing comments. |