**SAMPLE WEEKLY MEETING AGENDA FOR**

**ABC LOGISTICS COMPANY**

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| **MEETING DETAILS** |
| Date: January 06, 2020 Time: 9:00 [x]  AM [ ]  PMLocation: 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.
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| **15 min** | **2ND ITEM: Updates / Announcements*** Number of pallets shipped last week (metrics);
* Year-end reports;
* New employment handbook changes for 2020.
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| **10****min** | **3RD ITEM: Upcoming Priorities*** Goals for week of 01/06-01/13;
* Individualized tasks per department heads.
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| **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
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| **5****min** | **5TH ITEM: Conclusion*** Address any questions still remaining;
* Closing comments.
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