

SAMPLE WEEKLY MEETING AGENDA FOR ABC LOGISTICS COMPANY

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

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 **5TH ITEM: Conclusion**
min

- Address any questions still remaining;
- Closing comments.