

SAMPLE WEEKLY MEETING MINUTES FOR ABC LOGISTICS COMPANY

I. MEETING DETAILS

Meeting Leader: Frank Medina, CEO
Secretary: Robert Smith

Date: January 6th, 2020
Time: 9:00 AM EST

Location: ABC Headquarters, Meeting Room A
Street Address: 9000 SW 7TH ST.
City: Houston
State: Texas Zip: 00001-3339

II. ATTENDEES.

Frank Medina (CEO), John Smith (CFO), Abigail Roy (Office Lead), Tyrone Doyle (Warehouse Lead), Hansel Lopez, Manuel Ross, Violet Johnson, Robert Smith (Secretary).

III. ABSENCES.

Stephanie Tyler, Daniel Cruz.

IV. CALL TO ORDER.

Previous Meeting Minutes – Frank Medina – 9:05 AM

Mr. Medina called the meeting to order after a five (5) minute grace period for arrivals. First order of business was approving last week's meeting minutes. Attendees voted unanimously to approve the minutes.

Approval of Current Meeting Agenda – Frank Medina – 9:15 AM

All attendees were given an agenda prior to the meeting via email. No motions to add/omit any items of the agenda. The agenda was unanimously approved by all attendees at 9:20 AM.

V. OLD BUSINESS.

Year-End Reports – Frank Medina – 9:22 AM

CY-2019 report was overviewed as the report was formulated in the span within this week's meeting and the one prior. The metrics were compared to the goals set by management last calendar year.

Employment Handbook Changes – Frank Medina – 9:45 AM

As mentioned in last week's meeting, new safety guidelines were added to the amended Employee Handbook. All employees must provide their digital signature through the employee software program. Three signatories are still missing.

VI. NEW BUSINESS.

Assignment of Departmental Tasks – Abigail and Tyrone – 10:15 AM

Weekly tasks were assigned to each employee by their respective departmental heads. The warehouse branch will be focusing on implementing new safety protocols, whereas the office branch will initiate the Plan of Action (POA) for the upcoming CY-2020.

VII. OTHER ITEMS.

Round-Robin Discussion – All Attendees – 10:45 AM

All attendees were encouraged to contribute their input, ask questions, and raise any concerns. The warehouse department had several questions regarding the newly mandated Forklift Certification and how it ties into the upcoming hires. Mr. Medina stated he would follow up during the week or, at the latest, by next week's meeting.

VIII. ADJOURNMENT.


Meeting Minutes Approval & Conclusion – All Attendees – 10:57 AM

Everyone in attendance approved minutes unanimously.

Meeting Adjourned – 11:00 AM

Submitted by:  _____

Print Name: **Robert Smith**

Approved by:  _____

Print Name: **Frank Medina**