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# SAMPLE BUSINESS MEETING AGENDA

## JONES CONSULTANTS, INC.

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Location: Jones Consultants' Headquarters, 1234 Main St., Los Angeles, CA 91111

Date: January 11, 2021

Time: 10:00 am

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### TOPICS TO BE DISCUSSED:

#### I. OPENING

- a. Introduction by Kathleen Jones (Chairperson)
- b. Meeting goals: Review previous meeting minutes and outstanding business items. Discuss new business items.

#### II. ATTENDANCE

- a. Take roll of all those present and note any absentees.

#### III. AGENDA APPROVAL

- a. Andrew Cruz (Secretary) to distribute current meeting agenda to all attendees.
- b. Any requests for additions to be made at this time.
- c. Attendees vote to approve final agenda.

#### IV. DISTRIBUTE PREVIOUS MEETING MINUTES

- a. Andrew to distribute previous meeting minutes to all attendees. Kathleen leads vote to approve the minutes.

#### V. OLD BUSINESS

- a. Jane Richardson (HR) updates on the current search for a new Office Manager.
- b. Matthew Johnson (Goal Planning) to remind all attendees of requirements for individual first quarter goal setting meetings.
- c. Kathleen will lead any necessary votes on decisions.

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**Xiaolong Qi**



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web activity project an image on the board remind the students not to turn around first or show the student at the front a picture the student who can see the picture describes the picture in detail to their partner the class using the target language no

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web the drawing version is usually known as a picture dictation but for this language point the same thing can be done with cut out or 3d shapes bent pipe cleaners fuzzy felt playdoh lego etc self created picture differences you can also give students a scene and tell them

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web get students to colour the pictures in afterwards as a colour dictation for example colour the roof of the house green colour the door of the house red or get students to label different objects by writing the name of the object underneath it such as house bird etc

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web for example in the picture there is a house with two windows and there is a car with follow up drawing dictation activities below you will explore activities that are wonderful to conclude a drawing dictation activity describe the picture after the drawing dictation activity

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