

# **SAMPLE FORMAL MEETING MINUTES FOR SMITH & JOHNSON IMMIGRATION ATTORNEYS**

## **I. MEETING DETAILS**

Chairperson: **Walter Reed, CEO**  
Secretary: **Peggy Sue**

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

Location: **Center for Law, Conference Room A**  
Street Address: **9000 SE 8<sup>TH</sup> CIR.**  
City: **Houston** State: **Texas** Zip: **00091**

## **II. ATTENDEES.**

The following persons were present:

**Walter Reed (CEO), Peggy Sue (Secretary), Frank Medina (Lead Counsel), Barbara Stein, Kamala Jones, Joseph Pepper, Jack Trade.**

## **III. ABSENCES.**

The following persons were absent:

**Fredrick Chaney, Stephanie Rose.**

## **IV. CALL TO ORDER.**

***Meeting called to order at 9:03 AM – Peggy Sue.***

***Distribution of Previous Meeting Minutes – Peggy Sue – 9:05 AM***

Secretary Sue called the meeting to order after a three (3) 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 – Walter Reed – 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.**

***Outstanding Cases from December 2019 – Walter Reed – 9:22 AM***

Mr. Reed overviewed the cases taken on by the firm during last month. Outstanding issues were discussed, including but limited to: (1) Rodriguez Case's defense; (2) Stanley Case's impending court date; (3) Mismanagement of paperwork from Medina Case.

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**VM Jensen**



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