
SAMPLE BUSINESS MEETING AGENDA

JONES CONSULTANTS, INC.

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

Date: January 11, 2021

Time: 10:00 am

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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Minjie Lin



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Writing Meeting Minutes and Agendas. Taking Notes of Meetings. Sample Minutes and Agendas, Ideas for Formats and Templates. Minute Taking Training Wi Heather Baker, 2010 Writing Meeting Minutes and Agendas is easy to read and has lots of exercises to help you develop your skills It has advice on note taking summarising preparing agendas becoming more confident in your role working with the chair writing skills and listening skills There is a useful list of the order of tasks and a checklist with timings Administrative Assistant's and Secretary's Handbook James Stroman, Kevin Wilson, Jennifer Wauson, 2012 A treasure trove of practical tips and invaluable tools for administrative professionals it doesn't get much better than this book BookViews com **The Medical Staff Services Handbook: Fundamentals and Beyond** Cindy A. Gassiot, Vicki L. Searcy, Christina W. Giles, 2010-05-02 **The Complete Guide to Facilitation** Thomas Justice, David Jamieson, 1998 This guide includes a wealth of practical information for inexperienced group leaders as well as new tools for seasoned facilitators more than 100 reproducible forms checklists planning aids and guides Selected contents are reproduced in CD ROM format so that you can customize tools to meet your specific needs Professional SharePoint 2007 Development John Holliday, John Alexander, 2007-06-12 Beginning with an introduction to the technologies in Microsoft's application platform this guide goes on to highlight the technologies in SharePoint 2007 which are new for developers

The Facilitator's Fieldbook Thomas Justice, David Jamieson, 1999 This text provides information on facilitating a meeting or conference It focuses on how a group communicates and performs and on how to solve such common problems as uneven participation or poor follow up **Total Quality Management for Hospital Nutrition Services** M. Rosita Schiller, Karen Miller-Kovach, Mary Angela Miller, 1994 Designed to help nutrition professionals build and sustain an effective total quality management program for nutrition services in hospitals skilled nursing facilities nursing homes etc Provides a discussion of quality assessment monitoring and evaluation Includes background information on total quality management and its adaptation to health care settings and a discussion of departmental systems and tools for quality management Deals with the quality monitoring and evaluation process and offers suggestions for managing the quality process Contains references and examples from dietetic practice **A Standard for Enterprise Project Management** Michael S. Zambruski, 2008-07-28 Providing structured yet adaptable models of project success within an organization A Standard for Enterprise Project Management explains each of the basic elements needed for project success and integrates them into a balanced life cycle continuum It also supplies an inventory of practical policies procedures techniques and templates for consistent management of projects The book first discusses project authorization and initiation followed by analysis and planning It then covers execution control and closure Each phase contains an explanation and an illustration of how to optimize success Throughout the text the author refers to numerous appendices that constitute both blank and completed templates He provides details on how to use these tools with an emphasis on balancing the benefits of standardization and the need for flexibility The

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