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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.

# Sample Meeting Agenda Format Document

**R Barnett**



## **Sample Meeting Agenda Format Document:**

Sample Meeting Agenda Format Document: Bestsellers in 2023 The year 2023 has witnessed a noteworthy surge in literary brilliance, with numerous captivating novels enthralling the hearts of readers worldwide. Lets delve into the realm of popular books, exploring the captivating narratives that have enthralled audiences this year. The Must-Read : Colleen Hoover's "It Ends with Us" This touching tale of love, loss, and resilience has captivated readers with its raw and emotional exploration of domestic abuse. Hoover expertly weaves a story of hope and healing, reminding us that even in the darkest of times, the human spirit can triumph. Uncover the Best : Taylor Jenkins Reids "The Seven Husbands of Evelyn Hugo" This intriguing historical fiction novel unravels the life of Evelyn Hugo, a Hollywood icon who defies expectations and societal norms to pursue her dreams. Reids captivating storytelling and compelling characters transport readers to a bygone era, immersing them in a world of glamour, ambition, and self-discovery. Sample Meeting Agenda Format Document : Delia Owens "Where the Crawdads Sing" This captivating coming-of-age story follows Kya Clark, a young woman who grows up alone in the marshes of North Carolina. Owens weaves a tale of resilience, survival, and the transformative power of nature, entrancing readers with its evocative prose and mesmerizing setting. These popular novels represent just a fraction of the literary treasures that have emerged in 2023. Whether you seek tales of romance, adventure, or personal growth, the world of literature offers an abundance of engaging stories waiting to be discovered. The novel begins with Richard Papen, a bright but troubled young man, arriving at Hampden College. Richard is immediately drawn to the group of students who call themselves the Classics Club. The club is led by Henry Winter, a brilliant and charismatic young man. Henry is obsessed with Greek mythology and philosophy, and he quickly draws Richard into his world. The other members of the Classics Club are equally as fascinating. Bunny Corcoran is a wealthy and spoiled young man who is always looking for a good time. Charles Tavis is a quiet and reserved young man who is deeply in love with Henry. Camilla Macaulay is a beautiful and intelligent young woman who is drawn to the power and danger of the Classics Club. The students are all deeply in love with Morrow, and they are willing to do anything to please him. Morrow is a complex and mysterious figure, and he seems to be manipulating the students for his own purposes. As the students become more involved with Morrow, they begin to commit increasingly dangerous acts. The Secret History is a masterful and gripping novel that will keep you guessing until the very end. The novel is a cautionary tale about the dangers of obsession and the power of evil.

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