

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 8TH 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.

Sample Minutes Of Meeting Document

Michael S. Zambruski



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