
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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Michael S. Zambruski



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Whispering the Strategies of Language: An Emotional Journey through **Sample Meeting Agenda Format Document**

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