Staff Meeting Agenda

Date: Feb 24, 2024 Time: 1:00-3:30 pm Location: Room B

Requested Attendees

John D. Hernandez Charles B. Dodson Mauro C. Martin Juan P. Michael

Doyle R. Brewer Floyd M. Owens Sergio E. Doty Herman L. Tee

1:00 pm Welcome and Introductions (5 minutes)

1:05 pm Review of Previous Meeting Minutes (5 minutes)

1:10 pm Sales and Marketing Reports (20 minutes)

1:30 pm Discuss Current Projects (20 minutes)

1:50 pm Project Updates (15 minutes)

2:05 pm Assign Tasks and Deadlines (15 minutes)

2:20 pm Address any Issues or Concerns (30 minutes)

2:50 pm New Business (15 minutes)

3:05 pm Open Discussion (10 minutes)

3:15 pm Set Date for Next Meeting (5 minutes)

3:20 pm Wrap Up (10 minutes)

3:30 pm Adjourn Meeting

New Action Items

- Action Item 1
- Action Item 2

Notes

Sample Agendas For In School Team Meetings

BM King

Sample Agendas For In School Team Meetings:

The Enigmatic Realm of Sample Agendas For In School Team Meetings: Unleashing the Language is Inner Magic

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