|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |
|  |  |  | **MEETING AGENDA** | | | |  |
|  |  |  |  |  |  |  |  |
|  | **DATE** | | 02/12/2023 | | **TIME** | 14:00 |  |
|  | **LOCATION** | | Headquarters, 125 Madison Avenue | | | |  |
|  | **PURPOSE** | | Investigate new strategies | | | |  |
|  |  |  |  |  |  |  |  |
|  | **OBJECTIVE KEY** | | | | | |  |
|  | **I** Inform **S**  Solve a problem  **D**  Discuss **B** Brainstorm **R** Review **M** Make a decision | | | | | |  |
|  |  |  |  |  |  |  |  |
|  | **TOPIC** | | **OBJECTIVE** | **TIME ALLOCATED** | **DETAILS** | |  |
|  | Q1 Plans - Best Performance | | B | 15min | Is it necessary to establish new KPIs for a better display of performance? | |  |
|  | New employee seating arrangement | | D | 10min | Is it necessary to redistribute seating in order to improve communication and material flow? | |  |
|  | HR Report | | R, I | 20min | Check the information provided by the HR manager in the past 6 months and create a report to the CEO. | |  |
|  |  | |  |  |  | |  |
|  |  | |  |  |  | |  |
|  |  |  |  |  |  |  |  |
|  | **#** | **PREVIOUS ACTIONS UPDATES** | | **DUE DATE** | **ASIGNEE** | **STATUS** |  |
|  | 1 | Call Central Bank to deactivate account | | 01/12/2023 | B.Smith | Completed |  |
|  | 2 | Prepare information for marketing material | | 05/12/2023 | T.Rochesty | In Progress |  |
|  | 3 | Approve a raise for the entire sales department | | 07/12/2023 | B.Smith | Pending |  |
|  |  |  | |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | **ATTENDEES** | | |  |  |  |  |
|  | BRIAN SMITH | | TAYLOR ROCHESTY | | |  |  |
|  |  |  |  | [**© TemplateLab.com**](https://templatelab.com/) | | |  |