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| --- | --- | --- | --- | --- | --- | --- | --- |
|   |   |   |   |   |   |   |   |
|   |   |   | **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** | **TIMEALLOCATED** | **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 |   |   |
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