

Sample Meeting Agenda

Final Status Meeting

<ul style="list-style-type: none"> • Call meeting to order and present Agenda • Make appropriate introductions • Show and describe product or service • Briefly explain company experience 	President
<p>HR Department Report</p> <ul style="list-style-type: none"> • Take attendance • Briefly outline department activities, successes and challenges • Capital stock report: shares issued _____, shares sold _____, share revenue _____ • Report on records: members_____, retention_____, attendance_____, payroll_____ 	VP HR
<p>Production Department Report</p> <ul style="list-style-type: none"> • Briefly outline department activities, successes and challenges • Production report: qty produced_____, qty scrapped_____ • Production cost: raw materials_____, shop supplies_____, wages_____ • Production required to reach sales goals and break even point & production goals • Production Process (training, safety, quality control, suppliers, problems ...) 	VP Production
<p>Sales Department Report</p> <ul style="list-style-type: none"> • Briefly outline department activities, successes and challenges • Sales report: current sales _____, sales goals_____, top sales_____ • Provide overview of sales strategy 	VP Sales

Marketing Department Report <ul style="list-style-type: none"> • Briefly outline department activities, successes and challenges • Advertising plan (effectiveness, creativity, diverse methods ...) • Report on trade fair and other sales events 	VP Marketing
Information Technology Department Report <ul style="list-style-type: none"> • Briefly outline department activities, successes and challenges • 	VP IT
Corporate Responsibility Department Report <ul style="list-style-type: none"> • Briefly outline department activities, successes and challenges • 	VP CSR
Health and Safety <ul style="list-style-type: none"> • Briefly outline department activities, successes and challenges • 	VP Health and Safety
Finance Department Report <ul style="list-style-type: none"> • Briefly outline department activities, successes and challenges Product pricing and breakeven analysis Revenue to date: share revenue_____, share cost_____, product sales_____ Expenses to date: raw materials, shop supplies, payroll, JA invoice, other Cash on hand: _____ Accounts payable: _____	VP Finance
Closing Thoughts	President
Questions	President
Adjournment	President

Minutes taken by Secretary