

SAMPLE MEETING AGENDA

FINAL STATUS MEETING

• Call meeting to order and present Agenda • Make appropriate introductions • Show and describe product or service • Briefly explain Company experience	President
Human Resources Department Report • 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
Production Department Report • Briefly outline department activities,successes and challenges • Production report: qty produced____, qty scrapped____ • Production cost: raw materials____, shop supplies____, wages____ • Production required to reach salesgoals and break even point &production goals • Production Process (training, safety, quality control, suppliers, problems)	VP Production
Sales Department Report • 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 • Briefly outline department activities,successes and challenges • Advertising plan (effectiveness, creativity, diverse methods) • Report on trade fair and other salesevents	VP Marketing
Information Technology Department Report • Briefly outline department activities,successes and challenges	VP IT
Corporate Responsibility Department Report • Briefly outline department activities,successes and challenges	VP CSR

Health and Safety

- Briefly outline department activities, successes and challenges

VP Health and Safety

Finance Department Report

- 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