

SAMPLE MEETING AGENDA

INTERIM STATUS MEETING

Call to Order	President
Shareholder Attendance	VP HR
Minutes to be taken	Secretary
Production Department Report • Number of products produced/service sessions booked • Value of materials purchased • Production cost of each product or service	VP Production
Sales Department Report • Number of products or services sold • Number of products or services expected to be sold • Selling price	VP Sales
Marketing Department Report • Present marketing plan	VP Marketing
Human Resources Department Report • Attendance Report • Present HR initiatives	VP HR
Finance Department Report • Present financial report including present share value, value of accounts payable, cash on hand, loans outstanding	VP Finance
Information Technology Department Report • Present IT plan • Present social media policy	VP IT
Corporate Responsibility Department Report • Discussion of corporate responsibility event	VP CSR
Health and Safety • Present health and safety report	VP Health and Safety
Round Table Discussion • Current challenges • Solutions • Changes to be made	President
President's Report • Outstanding efforts to date to be recognized	President
Sales Objectives • Review and establish sales objectives with firm timelines	VP Sales
Adjournment	President