

**RICHARDSON ADVERTISING**

**“Get Noticed In No Time!”**

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| --- | --- |
| **Date:** | [March 03, 2033] |
| **Time:** | [3 PM - 5 PM] |
| **Venue:** | [Richardson Advertising Meeting Room] |
| **Purpose:** | [To discuss the goals for the month of January 2033.] |

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| --- | --- | --- | --- | --- |
| 1. | [Marisa R. Kane] | [Secretary] | [615-587-0206] |  |
|  |  |  |  | [SIGNATURE] |
| 2. | [Paul V. Barrington] | [Chief Operations Officer] | [916-589-2421] |  |
|  |  |  |  | [SIGNATURE] |
| 3. | [Ian S. Foster] | [Operations Manager] | [916-225-0679] |  |
|  |  |  |  | [SIGNATURE] |



The first agenda of the meeting was the topics covered in the previous meeting. There was a quick rundown of the past agenda.

**SUGGESTIONS, PROPOSALS**

The suggestions & proposals regarding the above agenda were as follows:

* Marisa suggested that the concerns brought up in the previous meeting should be addressed immediately.
* Paul suggested that every concern in the previous meeting should be followed up in the next meeting after the current one.
* Ian suggested the board to track the progress of each concern addressed by the Human Resources Department.

**ACTION ITEMS & DATES TO BE IMPLEMENTED**

The attendees agreed to the following action items & their corresponding implementation dates:

***March 3, 2033*** - Tracking of progress for each concern & gathering of data.

**ATTACHED FILES**

[Meeting Minutes 20390115.docx]

[Concern Chart.ppt]



The second agenda of the meeting was how to let employees further engage in Team Building exercises.

**SUGGESTIONS, PROPOSALS**

The suggestions & proposals regarding the above agenda were as follows:

* Marsha suggested we should organize an after-hours party.
* Paul added that it should be during work hours just in case the employees have other commitments after their shift.
* Ian followed that it should be a quick 30-minute card game sometime during the last hours of the shift.

**ACTION ITEMS & DATES TO BE IMPLEMENTED**

The attendees agreed to the following action items & their corresponding implementation dates:

***March 5, 2033, to March 6, 203***3 - Start & test out a Team Building exercise plan.

**ATTACHED FILES**

[INSERT FILES, PHOTOS, CHARTS, ETC.]



The third agenda of the meeting was complaints by employees about working conditions.

**SUGGESTIONS, PROPOSALS**

The suggestions & proposals regarding the above agenda were as follows:

* Marisa suggested that every concern must be studied by the Board & the Human Resources Department.
* Paul suggested that pro-employee & company solutions must be made.
* Ian suggested that all employees must be sent a memo that addresses their complaints.

**ACTION ITEMS & DATES TO BE IMPLEMENTED**

The attendees agreed to the following action items & their corresponding implementation dates:

***March 5, 2033*** - Have a meeting with the Board & Human Resources Department. A document on company solutions shall be made within the day then released the next day.

***March 5, 2033*** - Send a memo to all employees with the attached document once proofread.

**ATTACHED FILES**

[INSERT FILES, PHOTOS, CHARTS, ETC.]

**ANNOUNCEMENTS**

The office will implement Team Building exercises to promote camaraderie & a positive working environment.

Measures will be taken for safety measures right after we collect data on what needs to be fixed.

**OTHER NOTES**

[SPECIFY OTHER NOTES]

**NEXT MEETING ON: March 5, 2033**

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| --- | --- |
| **APPROVED BY:** | [Marisa R. Kane] |
| **DATE APPROVED:** | [March 3, 2033] |
| **SIGNATURE:** |  |