# Meeting Agenda

# **HR Departmental Managers' weekly follow-up Meeting**

1. Dear HR executives,

Hope you all are doing well. Below are the details of our weekly team meeting and you all are requested to attend it and prepare your progress reports to present in the meeting.

1. Meeting Date: 1st May, 2020.
2. Meeting Time: 4:00pm - 4:30 pm. (30 mins)
3. Venue: Conference Room 436.
4. Convener: Mr. Paul, Head of HR.
5. Invited Members:

* Mr. Paul, Head of HR.
* Ms. Maria, Training Incharge.
* Ms. Karina, Recruitment and Talent Acquisition Incharge.
* Mr. Ingrid, HR operations Specialist.
* Ms. Hannah, Assistant HR operations Specialist
* Mr. Edward, HR operations coordinator.

1. Purpose: To take follow-up of progress from every departmental manager in HR team.
2. Agenda:

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| **Time Slot** | **Agenda Item** | **Presented By** |
| 4:00 pm - 4: 05 pm | Start meeting and roll call | Mr. Paul |
| 4:05 pm - 4: 12 pm | Training department updates | Ms. Maria |
| 4:12 pm - 4:20 pm | Interviews for finance department | Ms. Karina |
| 4:20 pm - 4:25 pm | Budget for recruitment drive in universities | Mr.Ingrid |
| 4:25 pm - 4:30 pm | Open discussion | Everyone can speak. |

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