

Example Meeting PDF

Meeting #1: 28 SEPTEMBER 2025 / 10:00 AM / CONFERENCE ROOM

Today's Agenda

Last Meeting Follow-up

1. The team reviewed the progress made on the website redesign project.
2. Most action items from the previous session were completed, though a few tasks still require clarification from the marketing department.

New Business

3. The group discussed the upcoming holiday campaign and assigned responsibilities for drafting promotional materials.
4. Additional questions were raised about resource availability, and a request was made to compile estimates for projected workload.

Notes

- A reminder was given about submitting quarterly reports before December 15th
 - The building maintenance team will be conducting routine inspections next Tuesday, so office access may be limited for part of the morning.
- Join us for a team lunch on Saturday, December 6th at 12:00 for free appetizers!
 - Suspendisse scelerisque mi a mi.

Action Items

1. Draft the first version of the holiday campaign outline by this Friday
2. Follow up with marketing regarding the remaining project approvals
3. The team will gather estimated resource needs for next quarter and present them at the next meeting

Next Meeting Reminders

- Meeting #2: 12/1/2025 at 11:00 AM
- Meeting #3: 1/3/2026 at 2:30 PM