

Meeting Documentation

• What is meeting documentation?

— It is documentation of discussions and decisions made during a meeting.

In Informal setting meetings, documentaries are taken to provide a record of the discussion for future reference. In more formal setting for example for board meeting, minutes are taken and kept on file as legal documents:

Board meeting minutes for Leo corporations

1) Meetings details:-

Chairperson: Ron Wilson (CEO)

Secretary: Ava Neil

Date: October 9th, 2021

Time: 11:00 AM

Location: Head office Newyork, USA.

2) Roll call:-

The secretary took a roll call at 11:04 AM

The following persons were in attendance

— Alpha Dearus

— Beta Marcas

— Gamma Marcar

— Delta Puzter

The following persons were absent

— Acla Aclele

— Fina Faxx

3) Call to Order:-

Previous meeting minutes - speaker Ron Wilson at 11:06 AM

There was a call to order by the chairperson to approve the meeting minutes of the previous meeting on November 15th, 2020. The minutes were approved by a unanimous vote by all the attendees.

Meeting agenda distribution - speaker Ron Wilson at 11:24 AM

A meeting agenda distributed to all attendees of the meeting, after giving 5 minutes to review a vote of the meeting agenda was produced.

At 11:31 AM a vote was made and the meeting agenda was approved by unanimous vote.

Delta Putzer added an item to speak about possible ad campaign and was also approved by unanimous vote.

4) Old Business:-

Finding Sales manager replacement - speaker Alpha Deamus at 11:35 AM

As mentioned in last week's meeting there is still a need to replace the sales manager, Alpha had mentioned there were possible candidates being considered at this time.

5) New Business:-

Annual bonuses - Speaker Ron Wilson at 11:46 AM
It has been decided by the board to approve a 10% bonus to all employees for reaching goals that were put forth at the beginning of the year sales goals were accomplished and therefore this bonus is well deserved by the employees.

6) Other Items:-
- None

7) Adjournment:-

- Meeting has ended - Speaker Ron Wilson at 11:55 AM

Minutes Submitted by:- Adnan Shaikh