Company Meetings

ADMIN 001

Date:	**December 10, 2001**
Revised:	**October 30, 2008**
POLICY:	Improvement Interactive, LLC holds company meetings in an effort to keep communication channels open and to review the progress of projects and assignments. There are different types of meetings that are scheduled routinely as well as meetings that are in addition to these routine ones. Meeting conduct and requirements are the same regardless of whether it is a regularly scheduled meeting or an impromptu meeting.

Procedure Synopsis

1. Company Meetings Policy.
2. ComStat Meetings will be held on the last Thursday of each month.
3. You are required to be on time for company meetings.
4. Attendance to ComStat meetings is required.
5. Business attire is required.
6. Contact the Meeting Coordinator for any special requirements for the meeting (i.e. setup, projector, etc.)
7. Audit Process for Company Meetings.

Procedure:

1. Weekly Meetings. Weekly Meetings will be held every Monday from 8:00 a.m. to 1:00 p.m. The schedule is posted on the Calendar and gives the specific meeting time for each group. Groups consist of customer/project groups, and departments within Improvement Interactive. Meeting priority and Action session duration will be determined based on the revenue generation from that venue. More time will be allocated to the action sessions for higher revenue generators. Meetings are conducted on line using Office Communicator and are attended by the executive team. Each group leader will share with the executive team information pertinent to their area. The meeting format will be as follows: Please list the following in a Word Document (not a PowerPoint slide).
   - Good News presentation - 1 minute
   - Areas for Improvement presentation - 1 minute
   - Request for Help - 3 minutes
   - Action Session - length dependent on revenue – members will leave the meetings to follow up on the To Do items.

   The first two minutes of each meeting will start with presenting of any good news and will be followed with the presentation of any areas for improvement to be addressed. These should both be quick presentations. Following the presentation of news will be a 3 minute session for requesting assistance from managers. The request for assistance should be placed on the appropriate To Do lists (in SharePoint) **prior to the presentation**. When possible, help will be provided in the action session following the presentation. The length of the action sessions will be based on the amount of revenue generated. If the assistance request requires more time than is available, the managers will continue to work off the To Do lists as their priorities allow. Requestors can monitor the To Do lists for managerial priorities.

2. ComStat Meetings. ComStat meetings will be held on the last Thursday of each month at 7:00 a.m. A meeting reminder will be sent out Monday for the meetings that week. Meeting dates and times may change if there is a conflict for the typical meeting times. Any changes to the meeting schedule will be communicated by the Meeting Coordinator to all members.
   - Meetings will be Six Sigma oriented.
   - Each presenter will give a 5 minute presentation, and have a 5 minute Question and Answer period.
   - Meetings will cover approximately 1 to 2 hours.
   - Materials will be presented on slides. Presentations must include pie charts and run charts displaying what you are sharing with the company and what you want to watch individually.

3. Summit Meetings. Twice per year Improvement Interactive will conduct a 2-day Summit meeting. This meeting will be attended by all employees. The purpose of the Summit meetings is to spend time together as a group aligning our tasks and our goals to that of the company. Strategic goals are

set by the company and the employees, a brief review is conducted to determine how we did on the previous set of goals and what still needs to be completed, and discussions are held amongst the group to set focus going forward on any areas within the strategic plan that need worked on. All employees will be required to attend these meetings. For those groups where customer coverage is required, attendance will be coordinated so that all members of those groups will have an opportunity to attend and participate.

- Meetings will be held every January and every July.
- Absence from mandatory sessions must be approved prior to the session.
- Meetings will be scheduled on a Thursday and Friday, allowing out of town employees the opportunity to extend their stay through the weekend if desired. Weekend stays will not be reimbursed by the company.

4. It is the responsibility of the manager to relay information from meetings to any missing members of their team.
5. You are required to be on time to all company meetings. Times for the meetings will be sent out prior to the meeting date by the Meeting Coordinator.
6. If you are required to be at a meeting and are unable to attend, you must make prior arrangements with your supervisor to have your absence excused. If you are expected to make a presentation, you must make arrangements for somebody to give your presentation for you, or be excused by your supervisor from having to give a presentation.
   - It is required for all Executive managers to attend Weekly meetings.
   - It is required for all employees to attend the ComStat meetings.
   - It is required for all employees to attend the Summit meetings.
7. Business attire is required to be worn to all company meetings. Ties are not required. Jeans and sports shoes are not allowed.
8. The Meeting Coordinator will be responsible for the setup and teardown of meeting locations. Contact the Meeting Coordinator if you require anything for the meeting.
9. Company Socials and Charity Events. Participation in social and charity events is optional. The purpose of scheduling of these types of events is to promote team building and provide a social aspect to our work environment. Charity events give us the opportunity to give back to our community at the same time.
   - An event calendar will be posted in SharePoint in advance so that you have time to choose which events you want to attend. Because these events will take some coordinating, you will be asked to respond in advance whether or not you will be attending.
   - In many cases, all or portions of the social events will be paid for by the company. There will be occasions when this is not true and you will be expected to pay for yourself or your family members.

audit:

1. **Meetings:** Attendance and will be tracked by the Meeting Coordinator. A report will be turned in to Management indicating any absences and whether they were approved / unapproved absences.
2. **Unapproved Absences:** The first time, the supervisor will review this procedure with the employee. The 2nd occurrence will provoke a verbal warning from the supervisor. A 3rd occurrence will result in the employee being written up for not following policy, and could include termination.

Receipt Acknowledgement (Signature)	Quarterly Review Acknowledgement (Initials)			
Printed Name:	Q1	Q2	Q3	Q4
Signature:	Initials:	Initials:	Initials:	Initials:
Date:	Date:	Date:	Date:	Date: