

SAMPLE AGENDA

AGENDA

Date: 1 December 2017
Attendees: John, Paul, Ringo, George
Location: Abbey Room

1. Start
2. Items to be added
3. Minutes of meeting from 1 November 2017
4. Topic A (staff)
5. Topic B (finance)
6. Topic C (PR)
7. Any other business
8. Closure

Copy this model for your minutes!

You will see that you will work from the agenda during your meeting, and can easily copy paste it and write down what has been discussed.

Be specific in your minutes! Describe in detail, and assign, and set deadlines if needed.

| NOT | BUT |
|---------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| We all agreed on a character which will be made and then shown to others. | It was decided to have a cat as our character for our game. John will draw a cat, upload it before next Sunday and comments will be made on Tuesday during the next meeting (<i>which means you need to put it on the agenda!</i>) |
| Everyone knows what to do during the project. | Task division has been made as follows: <ul style="list-style-type: none">- John will do A- Paul will do B- Ringo will do C- George will do D |
| Reading articles on topics, by all. | Task division on research articles in types of music: <ul style="list-style-type: none">- John = Soul- Paul = Rock- Ringo = Reggae music- George = Black Metal |

SAMPLE MINUTES

MINUTES OF MEETING

Date: 1 December 2017

Attendees: John, Paul, Ringo, George

Location: Abbey Room

1. Start
John started the meeting by welcoming everyone, especially Ringo who has been ill for three weeks.
2. Items to be added
No one added a topic/All agreed on the agenda/Ringo added topic D
3. Minutes of meeting from 1 November 2017
Minutes of meeting from 1 November accepted, with two items to be changed:
 - i. George's name was misspelled on page 2;
 - ii. Paul is supposed to visit Pepper, not Ringo.
4. Topic A (staff)
A new staff member will be welcomed per 1 January 2018, Brian Epstein, who will be the new General Manager.
5. Topic B (finance)
Paul announced that 2017 went financially well for the company; we have increased our sales by 10% and it is expected that with the new Product X, an increase of 15% may be expected for 2018.
6. Topic C (PR)
Product X will be promoted and marketed by Brian, who will tell more about that during our next meeting on 1 January 2018
7. Any other business
John announced that he will bake a cake for next week as it will be his birthday.
8. Closure
John closed the meeting by wishing everyone a nice weekend.