

# Staff Meeting

January 12th, 2016 9:00 AM - 12:00 PM

**HOST:** Anne Summers

**ATTENDEES:** Bob Johnson, Anne Summers, Greg Jorgenson, Tom Witworth, Dave Hamilton, Brandon Conrad, Christina Merrild, Rachel Ranscht

Time	Topic	Presenter
9:00 AM - 9:15 AM	<b>1. Welcome</b>	Ann Summers
	Intro announcements to staff	
	<b>1.1. Call to Order</b>	Ann Summers
	The attendance of all persons present is noted, either by calling out each member's name or by asking attendees to sign a presence sheet.	
9:15 AM - 9:45 AM	<b>2. Read Administrative Report</b>	Ann Summers
	<b>2.1. Budget Report</b>	Ann Summers
	Presentation of Income, Expense, and Budget	
	<b>2.2. Announcements</b>	Ann Summers
	Any items that need to be known to all staff	
9:45 AM - 10:45 AM	<b>3. Presenting Ongoing Projects</b>	Ann Summers
	<b>3.1. Team 1</b>	Ann Summers
	<b>3.2. Team 2</b>	Bob Johnson

<b>Time</b>	<b>Topic</b>	<b>Presenter</b>
	<b>3.3. Team 3</b>	Bob Johnson
10:45 AM - 11:30 AM	<b>4. New Business</b>	Ann Summers
	There may be many items in new business	
	<b>4.1. Any New Items</b>	Ann Summers
	For example, any events other happening in the company, such as a department lunch, employee appreciation events or local events that the board has been invited to attend.	
11:30 AM - 11:50 AM	<b>5. Open Discussion</b>	Dave Hamilton
	Talk about any problems, interesting facts or any other items that the group wants to discuss.	
11:50 AM - 12:00 AM	<b>7. Adjournment</b>	Bob Johnson

## Tasks

<b>Owner</b>	<b>Task</b>	<b>Project</b>	<b>Due Date</b>
Greg Jorgenson	Review Projections	Budget	03/12/2016
	Submit Proposal	Sales	01/25/2016
Dave Hamilton	List Outstanding Items	Sales	04/01/2016