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| --- | --- |
| **DATE:** | Thursday, March 17, 2016 |
| **TIME:** | 10:30 AM |
| **LOCATION:** | Conference Room B |
|  |  |

**INFORMAL MEETING AGENDA**

|  |  |  |  |
| --- | --- | --- | --- |
| **MEETING CREATED BY:** | Sara Hudson | **MINUTE TAKER:** | Anna James |
| **FACILITATOR:** | Sara Hudson | **TIME KEEPER:** | Steve Hart |
| **MEETING TYPE:** | Type of Meeting | **OBJECTIVE:** | Meeting Objective |
| **CALL-IN NUMBER:** | 321-456-7890 | **CALL-IN CODE:** | \*42168 |
| **PLEASE READ:** | New Client Relations Manual | | |
| **PLEASE BRING:** | Laptop and Reports | | |

**ATTENDEES REQUESTED:**

|  |  |  |  |
| --- | --- | --- | --- |
| Sara Hudson | Steve Hart | Sara Hudson | Steve Hart |
| Steve Hart | Sara Hudson | Steve Hart | Sara Hudson |
| Sara Hudson | Steve Hart | Sara Hudson | Steve Hart |

**AGENDA**

|  |  |  |  |
| --- | --- | --- | --- |
| **ACTION ITEMS FROM PREVIOUS MEETING** | | | |
| **TIME ALLOCATED** | **5 min** | **TO BE PRESENTED BY** | **Anna James** |
| **ACTION** | | **ACTION TO BE TAKEN BY** | **DATE TO BE ACTIONED BY** |
| Action Description | | Anna James | Fri, January 22, 2016, 1:00 PM |
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| **AGENDA ITEMS** | | |
| **AGENDA ITEM DESCRIPTION** | **TO BE PRESENTED BY** | **DURATION** |
| 1. Agenda Item Description | Anna James | 1:30 |
| 2. Agenda Item Description | Steve Hart | 0:15 |
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| --- | --- | --- | --- |
| **NEW ACTION ITEMS** | | | |
| **TIME ALLOCATED** | **5 min** | **TO BE PRESENTED BY** | **Anna James** |
| **ACTION** | | **ACTION TO BE TAKEN BY** | **DATE TO BE ACTIONED BY** |
| Action Description | | Anna James | Friday, April 22, 2016, 1:00 PM |
|  | |  |  |
|  | |  |  |
|  | |  |  |

**OTHER INFORMATION**

|  |  |
| --- | --- |
| **OBSERVERS** | Remarks |
| **RESOURCES** | Remarks |
| **SPECIAL NOTES** | Remarks |

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| --- | --- |
| **SECRETARY APPROVAL:** *(Signature & Date)* |  |

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