

The Learning Company

MEETING AGENDA – TEAM BUILDING EVENT

MEETING INFORMATION

Objective: *To determine our next quarterly event for September 2018*

Date: 08/30/20180 **Location:** Room 232 Head office
Time: 8:00 AM – 8:45 AM **Meeting Type:** Formal, breakfast will be served
Attendees: Jane Smith, Carl Barker, Sam Timing, Eva Calone, Joe Bail
Meeting roles to be assigned at the start of the meeting

PREPARATION FOR MEETING

Please Read: *How Google Engages Employees (article attached)*

Please Bring: *Ideas for having fun.*

ACTION ITEMS FROM PREVIOUS MEETING

Item/Responsible/Due Date

1. Jane/ Researched Speeders/August 30th
2. Carl/Researching possibility of potluck and allergies of staff/August 25th

AGENDA ITEMS

Item/Presenter/Time Allotted

1. Fun at work / Sam/20 minutes
2. Potluck Pitfalls/Carl and Eva/5 minutes
- 3.

NEW ACTION ITEMS

Item/Responsible/Due Date

1. Choose venue / Attendees will vote /September 7th
2. Finalize budget/ Joe/ September 5th

OTHER NOTES OR INFORMATION

Joe will calculate the budget and distribute it to attendees by September 5th. Please consider the budget when voting on September 7th.

Reference:

https://www.vertex42.com/Files/download2/doc.php?file=business-meeting-agenda_outline.docx