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**Meeting  
Agenda**

**Sample**

**Staff Meeting of XYZ Company**

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## THE XYZ COMPANY

### Staff meeting

#### Team X

**Date:** 1/11/2019

**Time:** 2 - 3.30 pm

**Location:** head office, 4th floor, X tower

Meeting called by: Mr. Jonathan

Name of requested attendees:

Name 1: Mr. A

Name 2: Mr. B

Name 3: Mr. C

Name 4: Mr. D

Name 5: Mr. E

Name 6: Mr. F

Name 7: Mr. G

Name 8: Mr. H

### **Agenda details**

Topic 1: Briefing about new client

- Very high paying client
- Extremely important to deliver the work on time
- Need to deliver high quality content
- He doesn't want the work to be redundant or monotonous

#### Topic 2: Employee reporting

- Employees need to come on time
- Highlight the problem of dishonesty with the system
- Brief the employees about the consequences of not reporting on time and disobeying the rules

#### Topic 3: New project

- Launch date of new project
- Allocation of people working on new project
- Details of the work on new project

#### Topic 4: Star performers of the month announcement

- Announce the name of the best performers
- Give details about their achievements
- Motivate the other people in the team
- Talk about the benefits of great performance in terms of internal and external benefits

Notes: All of the above mentioned point will be communicated in an hour's time. During this time no questions will be entertained so that everyone can first understand what is being

explained to them. Once Mr. Jonathan is done speaking, then the attendees can ask questions in order to gain absolute clarity about what was being communicated to them. All attendees should be present at the location on time and no delays in time will be entertained. This will be done to facilitate best utilization of time and so that all the work for the day can be done in time. All employees should dress formally to the meeting. Mr. Jonathan is looking forward to seeing you.