



# COMPANY NAME

## BUSINESS MEETING AGENDA

**DATE:** Monday, Nov 14, 2016

**TIME:** 9:00 AM

**LOCATION:** Meeting Room A, Floor 1

**HOST** Eva Johnson **email:** ejohnson@companywebsite.com **phone:** 641-322-9548  
**FACILITATOR** Eric Duncan **email:** eduncan@companywebsite.com **phone:** 641-322-9547  
**TOPIC** **Profit & Loss 2016**

### ATTENDEES:

Eva Johnson, FP&A Manager	Tina Barron, Financial Controller	Linda Wheeler, Operations Manager
Eric Duncan, Senior Analyst	Justin Carmichael, Accounting Manager	James Morales, Purchasing Manager
Peggy Navarrete, CFO	Barbara Salazar, Chief Accountant	Ilene Collins, Company Lawyer
Warren Barajas, Treasurer	Bethany Shumaker, Accounting Supervisor	Arthur Messer, Bookkeeper

### OBJECTIVES:

- **Objective #1**
  - Notes
- **Objective #2**
  - Notes
- **Objective #3**
  - Notes
- **Objective #4**
  - Notes

### SCHEDULE:

TIME	DESCRIPTION
09:00 - 09:10	Roll Call
09:11 - 10:00	Objective #1
10:01 - 11:00	Objective #2
11:01 - 11:45	Objective #3
11:46 - 12:30	Objective #4
12:31 - 1:15	Conclusions