# **Team Meeting Minutes Sample**

Team Meeting Minutes of [Team name / HR] for [Discussion subject / Welcoming new employees]

**Date and Time**: Nov 20th, 2023

**Location**: HR Office

**Attendance**: Alexandra, John, Bill, Maria, Hugo (absent), Valerie (excused)

**Writing meeting minutes**: Maria

**Meeting objective**: Discussing the welcoming procedure for three new employees in Marketing and IT

**Agenda**: Existing welcoming procedure (Alexandra), why it needs to change and how (John), presenting a new welcoming procedure (John), approving changes, future steps

**Report**:

* Alexandra presented the existing HR procedure
* John explained why it is obsolete and what changes we need to be made
* Bill presented his case for a different welcoming procedure for the IT team members
* Adopted changes:
	+ IT new employees will receive a technical brief
	+ All new employees will receive training in using HR software and tools
	+ All new employees will be welcomed by their teams in an informal environment (to be discussed the budget)
	+ Company policy has to include changes.

**Task planning:**

* Maria: update the company policy and send it to all employees
* Bill: technical brief for IT new employees
* Alexandra: budget for welcoming treats
* John: HR software and tools training

**Next steps**: Meet in two weeks to discuss the progress and results.