# **Weekly Review Minutes Example**

Weekly Meeting Minutes of [Team name / HR]

**Date and Time**: September 15th, 2022; 10:00 AM

**Location**: HR Office

**Attendance**: Alexandra, John, Bill, Maria

**Writing meeting minutes**: Maria

**Meeting objective**: Discussing weekly tasks

**Agenda**:

* Progress in welcoming procedure (Alexandra),
* New hires (John),
* Progress in implementing new HR procedures (Bill)

**Report**:

* Alexandra presented the progress in the welcoming procedure (30%)
* John presented the two new hires as part of the IT and Accountancy teams
* Bill presented the progress in implementing HR procedures (65%)

**Adopted motions:**

* Bill will help Alexandra finish the welcoming procedure
* John will start looking for two new people for the IT team
* Company policy has to include changes made in HR procedures
* Training in HR software for new employees

**Task planning:**

* Maria: update the company policy and send it to all employees
* Bill: finish implementing HR procedures
* Alexandra: welcoming procedure up to 70%
* John: HR software and tools training