

## AGENDA OF THE MANAGEMENT MEETING

Date of Meeting: 30/01/17

**Required Attendees:** Bob Jones, Mark Smith, Bill End

Apologies:

ITEM	DISCUSSION
<b>1.</b>	<b>INTRODUCTION AND WELCOME (3 MINUTES)</b>
1.1	Chair to welcome and acknowledge apologies
<b>2.</b>	<b>AGENDA</b>
2.1	Agenda to be agreed
<b>3.</b>	<b>PREVIOUS ACTION POINTS (5 MINUTES)</b>
3.1	Actions of the previous meeting held on 15 <sup>th</sup> December 2016 be confirmed as complete
<b>4.</b>	<b>FINANCIALS – (10 MINUTES)</b>
4.1	Staff Productivity Reports Month & YTD, Budget and by Team Groups
4.2	WIP Analysis
4.3	Debtors Analysis
4.4	Benchmark Comparison
4.5	Profit and Loss (Actual v Budget, Month, YTD & Last Year)
4.6	Balance Sheet (Current v Last year)
<b>5.</b>	<b>CLIENTS / MARKETING – (10 MINUTES)</b>
5.1	Sales \$
5.2	Won # / Lost #
5.3	Events / Activities
<b>6.</b>	<b>TEAM – (5 MINUTES)</b>
6.1	Performance – Update / Issues
6.2	Training Requirements
<b>7.</b>	<b>WORKFLOW - (10 MINUTES)</b>
7.1	WIP –Person \$ / Company / Actual V's Budget
7.2	Scheduling
7.3	Target turn-around time
<b>8.</b>	<b>GENERAL BUSINESS (20 MINUTES)</b>
8.1	Other new project (Proposal attached)
8.2	New matter