

S&OP Meeting Agenda

Attendees

Bob Jones, President (Chair)	David White, VP of Operations
Susan Overton, CFO	Jim Brown, VP of Sales
Robert Dalton, VP of Engineering	Linda Nelson, Director of Supply Chain
Randy Freeman, Director of Information Systems	Craig Newman, Director of Human Resources
John Boyer, S&OP Coordinator	

Time, Date, Place

8:00am – Noon, Wednesday, January 12, 2011, Conference Room 216

Objectives

- Review sales, inventory, and supply performance, and approve projections.
- Discuss and resolve related issues as needed.

Documents/Tools

- S&OP document.
- XYZ (Forecasting System) as needed for detail.

Agenda

- Welcome
 - Call to Order and Review the Agenda (Cover) – Bob (5 min)
 - Action Items (Cover) from last meeting – John (30 min)
- Previous Month's Performance and Future Forecasts
 - Top Level Performance – John (10 min)
 - Sales Performance and Sales Forecast – Jim (60 min)
 - Pass-On-Pass – John (10 min)
 - Finished Goods Inventory Performance and Targets – Linda (15 min)
 - Supply Performance and Supply Forecast – David (30 min)
 - Was-Is – John (10 min)
- Summary:
 - Executive Summary – John (10 min)
 - Issues/Decisions/Actions (Cover) – John (10 min)
 - Calendar – John (10 min)

Note: Underlines reference the applicable worksheet in the S&OP workbook.