

Meeting Date

XYZ, Inc.

Retirement Plan Review Meeting Agenda

1. Committee Roll Call
	1. Quorum?
2. Recap last meeting and discuss any follow up topics
3. Discuss any new items or issues regarding the plan
4. Present Annual Plan Review Report
	1. Discuss participation
	2. Investment performance
		1. Review Fi360
		2. Watchlist
		3. Removing/Replacing Funds
		4. Review Plan Performance and Objectives
		5. Timeliness of Contributions
		6. Auto Cash Outs (Below $5,000)
		7. Fee Disclosure
			1. Plan Fees
			2. Investment Fees
			3. Fiduciary Checklist
5. Discuss Investment Policy Statement
6. Education/Enrollment
7. Follow-up Items/Projects
8. Assignment Review
9. Next Meeting