Team Meeting Agenda

DATE	LOCATION
6/23/23	Conference Room 2

MEETING TITLE	START TIME	END TIME
Sales Meeting	10:00 AM	12:00 PM

TEAM NAME	FACILITATOR
Sales Team A	Mike Kelley

TEAM MEMBERS REQUESTED TO ATTEND

Jerry Swanson	Barbara Smith	Martha Welsh	

AGENDA

CONTENT	TO BE PRESENTED BY	START TIME	DURATION
1. Purpose of Meeting and Objectives		10:00 AM	0:05
2. Assign Minute Taker and Timekeeper; Define Roles		10:05 AM	0:05
a. Minute Taker: [Name]			
b. Timekeeper: [Name]			
3. Review Prior Action Item List		10:10 AM	0:20
4. Agenda Items		10:20 AM	1:00
a. Action Item			
i. Item Terms			
ii. Item Description			
iii. Item Participants			
b. Action Item			
i. Item Terms			
ii. Item Description			
iii. Item Participants			
c. Action Item			
i. Item Terms			
ii. Item Description			
iii. Item Participants			
5. Review of New Action Items' Terms and Descriptions		11:20 AM	0:10
6. Proposals for Next Meeting Agenda		11:30 AM	0:20
7. Evaluation of Current Meeting		11:50 AM	0:10
8. Adjournment		12:00 PM	