MEETING AGENDA

MONDAY | NOVEMBER 11 | 21

TPICS	KEYPOINTS	TIME
Intro	*These collaborators can view, discuss, and comment on meeting agendas as well as view the latest version*	10 min
Review quarter-to-date sales metrics	*Running effective and productive meetings is more than just establishing a great template*	25 min
Discuss and approve proposal for next quarter's sales goals	*Depending on the meeting, agendas can be distributed well in advance of a meeting or shared at the start of the meeting. It establishes the goal of the meeting and ensures everyone is on the same page on what you'd like to accomplish in that timeframe*	10 min
Review upcoming marketing campaign plan	*Agenda topics will often specify who will be presenting and for how long in order to establish expectations on who will be responsible for preparing the content and how much time they will have to present it*	15 min
Stephanie - sales quota update	*When the stakes are high or the situation is very formal, it may make sense to include a formal pre-distributed agenda as well as capture meeting minutes. However, the pragmatic approach is to make agendas as simple as possible to meet the task at hand*	30 min

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