Google Docs

SALES MEETING

TEAM MEETING

Date:	February 22, 2022
Start Time:	3.00 PM
End Time:	4.00 PM
Location:	Room 22

Meetings Goals | Purposes | Objectives

A	Goal A
B	Goal B
C	Goal C

Prework - please prepare with the following

A	Assignment A
B	Assignment B
C	Assignment C

Time	Minutes	Topic | Discussion	Facilitator
3.00 PM	15	Opening Ceremonies	
3.15 PM	15	Keynote Addresses	
3.30 PM	15	Lisa Davidson, Mon Company	
3.45 PM	15	Ron Buro, Pink Company	
4.00 PM	15	Break	
4.30 PM	30	Evening Reception	
-			
-			
-			
5.00 PM		End of Meetings	

GooDocs
www.thegoodocs.com