Weekly Sales Meeting Agenda Template

Template:

Date: [Insert Date]
Time: [Insert Time]
Location: [Insert Location]
Meeting Lead: [Insert Name]

Opening Section:

1. **Welcome and Introductions**
    - Quick icebreakers or team updates
    - Overview of the meeting's purpose
2. **Review of Last Week's Action Items**
    - Summary of previous action items
    - Status updates from team members

Core Agenda Items:

1. **Pipeline Updates**
    - Review of current sales pipeline
    - Highlight new leads and prospects
    - Status of deals in progress
2. **Performance Metrics Review**
    - Sales targets vs. actuals
    - Individual and team performance
    - Trends and insights
3. **Discussing Obstacles and Roadblocks**