**MARKETING MEETING AGENDA**

**Meeting Details**

|  |  |
| --- | --- |
| Date: | [Date] |
| **Time:** | [Time] |
| **Location:** | [Location] |

**Purpose of meeting**

**Last meeting decision**

* [Decision] 1
* [Decision] 2
* [Decision] 3
* [Decision] 4
* [Decision] 5
* [Decision] 6

**Attendanc****e**

[Name]

[Name]

[Name]

[Name]

[Name]

[Name]

[Name]

[Name]

1. **CALL TO ORDER**

Facilitator Name called to order the regular meeting of the Marketing & sales team at location or time on date.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Facilitator Name | Decision | Location | Time | Date |
| [Name] | [Decision] | [Location] | [Time] | [Date] |
| [Name] | [Decision] | [Location] | [Time] | [Date] |
| [Name] | [Decision] | [Location] | [Time] | [Date] |
| [Name] | [Decision] | [Location] | [Time] | [Date] |

1. **ROLL CALL**

Facilitator Name conducted a roll call. The following people were present: Marketing & sales team.

|  |  |  |
| --- | --- | --- |
| Facilitator Name | Decision | Presenter |
| [Name] | [Decision] | [Name] |
| [Name] | [Decision] | [Name] |
| [Name] | [Decision] | [Name] |

1. **APPROVAL OF MINUTES FROM LAST MEETING**

Facilitator Name read the minutes from the last meeting. The minutes were approved as read.

|  |  |  |
| --- | --- | --- |
| Facilitator Name | Decision | Presenter |
| [Name] | [Decision] | [Name] |
| [Name] | [Decision] | [Name] |
| [Name] | [Decision] | [Name] |

|  |  |
| --- | --- |
| **Old Business** | **New Business** |
| [Items discussed] | [Items discussed] |
| [Items discussed] | [Items discussed] |
| [Items discussed] | [Items discussed] |

**ADJOURNMENT**

Facilitator Name **[Name]** adjourned the meeting at location or time.

**Minutes submitted by:** Marketing & sales team.

**Minutes approved by:** Marketing & sales team.