| **SAMPLE MEETING AGENDA** |
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| Location: | Jefferson Plaza, Main St. Arkansas – Call in 1(800) 555-1222 EXT. 122045 |
| --- | --- |
| Date: | November 15th, 2020 |
| Time: | 12:00 Noon |

# TOPICS TO BE DISCUSSED:

## **Google Ads Campaign**

### How much to budget

### Keywords to target

## **Customer Service Platform Discussion**

### Zendesk

### Helpjuice

### General Discussion

## **User Complaints/Suggestions**

### Go over bad reviews and user complaints

### Discuss solutions to issues

### Assign tasks to members

## **Finding Office Space**

### Available NNN Property for lease

### Available Co-working space for lease

### Available Office space to purchase

## **Launching New Feature**

### Launch date confirmation

### What to expect first week/month