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# SAMPLE MEETING AGENDA

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Location: Jefferson Plaza, Main St. Arkansas – Call in 1(800) 555-1222 EXT. 122045

Date: November 15<sup>th</sup>, 2020

Time: 12:00 Noon

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## TOPICS TO BE DISCUSSED:

### I. **Google Ads Campaign**

- a. How much to budget
- b. Keywords to target

### II. **Customer Service Platform Discussion**

- a. Zendesk
- b. Helpjuice
- c. General Discussion

### III. **User Complaints/Suggestions**

- a. Go over bad reviews and user complaints
- b. Discuss solutions to issues
- c. Assign tasks to members

### IV. **Finding Office Space**

- a. Available NNN Property for lease
- b. Available Co-working space for lease
- c. Available Office space to purchase

### V. **Launching New Feature**

- a. Launch date confirmation
- b. What to expect first week/month