

SALES MEETING AGENDA FOR

MEETING DETAILS

Date: _____ Time: _____ AM PM Recurring: Yes No

Location: _____ Dial-in Number or URL (if any): _____

Meeting Lead: _____ Other Speakers: _____

ATTENDANCE

Attendees: _____

Absentees: _____

ITEMS & DISCUSSION

___ **1ST ITEM: OPENING & ROLL CALL**

min

DISCUSSION: _____

___ **2ND ITEM: SUCCESSFUL CLOSINGS**

min

DISCUSSION: _____

___ **3RD ITEM: PROSPECTS AND LEADS**

min

DISCUSSION: _____

___ **4TH ITEM: ROUND-ROBIN DISCUSSION**

min

DISCUSSION: _____

___ **5TH ITEM: CONCLUSION**

min

DISCUSSION: _____

