**SAMPLE SALES MEETING AGENDA FOR**

**WXYZ OFFICE SUPPLY COMPANY**

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| **MEETING DETAILS** | |
| Date: January 6th, 2020 Time: 9:00  AM  PM Recurring:  Yes  No  Location: Board Room J Dial-in Number or URL: 1-888-373-6666 (Only for out-of-state sales reps.)  Meeting Lead: Bob Pence, Sales Director Other Speakers: Wanda Enzo, Team Lead | |
| **ATTENDANCE** | |
| **Attendees:** Bob Pence, Wanda Enzo, Robert Stackhouse, Chloe Sun, Amanda Lass, Steven Rodriguez.  **Absentees**: Dawn Ross. | |
| **ITEMS & DISCUSSION** | |
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| **10**  **min** | **1ST ITEM: OPENING & ROLL CALL**   * Introduction to meeting; * Five (5) minute grace period for late arrivals; * Meeting will be called to order at 9:05 AM; * Metrics update by Wanda. |
| **10**  **min** | **2ND ITEM: SUCCESSFUL CLOSINGS**   * Three new business clients (shoutout Chloe!); * Robert and Amanda weekly individual closings; * Steven and Dawn weekly individual closings. |
| **10**  **min** | **3RD ITEM: PROSPECTS AND LEADS**   * Updates on existing business prospects; * Leads on individuals who provided contact information; * How to follow up with prospects (REMINDER). |
| **15**  **min** | **4TH ITEM: ROUND-ROBIN DISCUSSION**  In the following order, we will discuss recent sales and lost clients since last meeting:   1. Chloe Sun 2. Amanda Lass 3. Steven Rodriguez 4. Robert Stackhouse 5. Dawn Ross. |
| **5**  **min** | **5TH ITEM: CONCLUSION**   * Any undiscussed issues; * Round of questions (if any); * Adjournment. |