**SAMPLE SALES MEETING AGENDA FOR**

**WXYZ OFFICE SUPPLY COMPANY**

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| **MEETING DETAILS** |
| Date: January 6th, 2020 Time: 9:00 [x]  AM [ ]  PM Recurring: [x]  Yes [ ]  NoLocation: 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.
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| **10****min** | **2ND ITEM: SUCCESSFUL CLOSINGS*** Three new business clients (shoutout Chloe!);
* Robert and Amanda weekly individual closings;
* Steven and Dawn weekly individual closings.
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| **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).
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| **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.
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| **5****min** | **5TH ITEM: CONCLUSION*** Any undiscussed issues;
* Round of questions (if any);
* Adjournment.
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