| **SAMPLE STRATEGY MEETING AGENDA FOR**  **PRADO MARKETING LLC** |
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| Location: | Conference Room C, Building 9012 A |
| Date & Time: | January 6, 2020 – 9:00 AM |
| Meeting Lead: | Karen Chevy |

# ITEMS TO BE DISCUSSED:

## **INTRODUCTION**

### Five (5) minute grace period for late arrivals;

### Brief introduction to meeting leader;

### New social media campaign strategy 2020 overview.

## **ROLL CALL**

### Attendees: Karen Chevy (Lead), Frank Lopez, Morgan Spice, Carly Johnson, Austin Long (Secretary).

### Absentees: Camila Marquez.

## **AGENDA APPROVAL**

### Review agenda;

### Request additions or omissions;

### Vote to approve agenda.

## **DISTRIBUTE PREVIOUS MEETING MINUTES**

### Vote to approve prior meeting minutes.

## **OLD BUSINESS**

### Vote on resolution regarding privacy consent pop-ups;

### Vote on social media handle names.

## **NEW BUSINESS**

### Distribution of social media strategy plan 2020 document;

### Review the plan and notable changes.

## **ROUND-ROBIN FOR QUESTIONS / CONCERNS**

### Attendees will provide input and ask questions on 2020 strategy.

## **ADJOURNMENT**

### Approval of meeting minutes;

### Conclusion.