
SAMPLE STRATEGY MEETING AGENDA FOR PRADO MARKETING LLC

Location: Conference Room C, Building 9012 A

Date & Time: January 6, 2020 – 9:00 AM

Meeting Lead: Karen Chevy

ITEMS TO BE DISCUSSED:

I. INTRODUCTION

- Five (5) minute grace period for late arrivals;
- Brief introduction to meeting leader;
- New social media campaign strategy 2020 overview.

II. ROLL CALL

- Attendees: Karen Chevy (Lead), Frank Lopez, Morgan Spice, Carly Johnson, Austin Long (Secretary).
- Absentees: Camila Marquez.

III. AGENDA APPROVAL

- Review agenda;
- Request additions or omissions;
- Vote to approve agenda.

IV. DISTRIBUTE PREVIOUS MEETING MINUTES

- Vote to approve prior meeting minutes.

V. OLD BUSINESS

- Vote on resolution regarding privacy consent pop-ups;
- Vote on social media handle names.

VI. NEW BUSINESS

- Distribution of social media strategy plan 2020 document;
- Review the plan and notable changes.

VII. ROUND-ROBIN FOR QUESTIONS / CONCERNS

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

VIII. ADJOURNMENT

- Approval of meeting minutes;
- Conclusion.