Meeting Agendas

Meeting Form	Agenda Template
General Update	====================== Agenda - Marketing Meeting ====================== Lead: Sebastian Bryers 1. Quick wins of the day!
Project Update	==================== Agenda - Website Update ==================== Lead: Sebastian Bryers Notes: John Cusack 1. Update on new website functionality 2. Show how functionality impacts current customers Goal: Show CS team cool new things (And how to use them)
Planning Session	==================== Agenda - Store Demos ==================== Lead: James Stewart Notes: Shirley Whirley 1. Decide on who will go to what store 2. Decide on parameters for sampling 3. Assign individuals to each store location Goal: Deliver a schedule for the next 7 days with assignments
Presentation	============================== Agenda - Customer Product Feedback ============================== Lead: Danielle Stevens Notes: Andrew Taco 1. Inform team of important customer feedback on product 2. Decide on whether any actions need to be taken in reaction to the feedback Goal: Ensure team is aware of specific product feedback
Collaborative Editing	============================== Agenda - Email to Amazon Customers ============================== Lead: Sebastian Bryers Notes: N/A 1. Review copy for email to Amazon Customers Goal: Deliver final email copy for development