

XXXX Team Meeting Agenda for DATE

See meeting and calendar invitation for detailed conference call information and telephone number.

Participants: NAMES

Absences with notice: NAMES

For this meeting

Moderator: NAME

Greeter: NAME

Time Manager: NAME

Action Master: NAME

Meeting information

Topic: XXXX Team Meeting

Date: DATE

Time: **10:00 am**, Eastern Daylight Time (New York, GMT-04:00)

Meeting Number: NUMBER

Meeting Password: **PASSWORD**

Audio conference information

Call-in toll number (US/Canada): NUMBER

Use meeting number and password above to access call

NOTE NEW PASSWORD.

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NEW BUSINESS

1. Action item review from previous meetings – All - (10 minutes)
Preparation: please review the action list in advance of the meeting. Update the status of each action assigned to you.
2. Production update – NAMES (20 minutes)
Preparation: Production sites please come prepared to discuss the following points.
 - a. Please provide any updates to the report sent by NAME (the report will be sent prior to the meeting)
 - b. Please provide an update on any back orders including past and present month.
 - c. **Production lead-time.** Please provide an update on production lead times.
3. Product update – TOPIC – NAME – (20 minutes).
Preparation: NAME is going to provide an overview on how his customer is using products. Please come prepared with any questions you might have about PRODUCT.
4. Introduction and discussion about PRODUCT – NAME - (15 minutes).
Preparation: No preparation required – information sharing.
5. XXX Product Performance and Availability – NAME – (15 minutes).
Preparation: NAME is going to follow up on this topic from our most recent call and his recent email regarding product performance and availability. Please review his email and come with any questions you might have.
6. Sales Results - TEAM – (20 minutes).
Preparation: NAME will review the sales results for September and the plan for October. Please come prepared to discuss your sales outlook versus budget for October.

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7. Customer Service Update – NAME- (10 minutes)

Preparation: no preparation required – informative only.

- a. Sales orders –updates and status
- b. Review of ocean freight orders shipping next six weeks

8. Comment about Order Requirement Returns – NAME – (10 minutes).

Preparation: NAME wants to review some changes planned for minimum order amounts. No preparation required.

9. Meeting Action Recap – NAME – (10 minutes).

Preparation: NAME will review the actions captured from today's meeting, validate the action and ask for planned completion date.

Meeting adjourned.

Next meeting: Monday, October 24th

Moderator: NAME

Greeter: NAME

Time Manager: NAME

Action Master: NAME

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ACTION ITEMS

1	Please submit any technical or performance questions about PRODUCT to NAME	ALL REPS	Ongoing
2	Please allow 24-48 hours for all freight quote requests	ALL REPS	Ongoing
3	Reminder please contact NAME in advance of all important PRODUCT trials	ALL REPS	Ongoing
5	Keep NAMES informed about mix requests and trials using PRODUCT	ALL REPS	Ongoing
6	Please send pics of PRODUCT to NAME	ALL REPS	On-going
33	Send slides about PRODUCT to sales team –	NAME	09.16.16
34	Send presentation and notes concerning to the sales team regarding the use of PRODUCT	NAME	09.23.16
44	NAME to check with COMPANY regarding the possible use of the PRODUCT	NAME	09.23.16
48	Update the next steps in the XX trial	NAME	10.01.16
53	Update XXX activity by 09.14.16	NAMES	09.14.16