



Sales, Marketing and Operations Conference Call

DATE



Moderator: NAME

Greeter: NAME

Time Manager: NAME

Action Master: NAME

- The purpose of our call is to improve communication across all of the business functions;
- To better understand how we are performing;
- To share our success stories and voice our concerns;
- And in the end to help get everyone on the “same page” headed in the “same direction.” 😊
- Reminder...if you are not able to participate on the call please read and re-read the meeting notes. Important information, discussions and decisions can be found in the meeting notes.

- Be on time –don't be late for the call;
- Log on to the WebEx call using your computer;
- If not and you *have* to log on by phone, pull over and stop. Place your phone on mute if in a car;
- Un-mute yourself before speaking – we will hear you better. 😊
- Help our Administrative Assistants – please state your name before speaking – it makes it easier to make the meeting notes;
- Be clear and detailed when making your point – this also helps transcribing the meeting notes;
- Please come prepared for the meeting – read the minutes and action points and be ready to respond.