

agenda

[Meeting Title]

[Pick the date]

[9:00 a.m. to 5:00 p.m.]

Meeting called by: Laurel Yan

Attendees: [Attendee list]

Please read: [Reading list]

Please bring: [Supplies list]

[9 a.m. – 10 a.m.]

[Introduction]

[Continental breakfast]

[Rainier Room]

[Welcome: Kari Hensien]

[10 a.m. – noon]

[Demos]

[New product line: Jane Clayton]

[Snoqualmie Room]

[Sales techniques: Jeff D. Henshaw]

[Rainier Room]

[Noon – 4 p.m.]

[Working groups]

[Group A: Product planning]

[Snoqualmie Room]

[Group B: Product development]

[Rainier Room]

[Group C: Product marketing]

[Tacoma Room]

[4 p.m. – 5 p.m.]

[Wrap-up]

[Q&A panel: All speakers]

[Rainier Room]

Additional Information:

[Add any additional instructions, comments, or directions in this section.]