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| **Meeting Information:** |
| [Meeting Title][Pick the date] To [Pick the date] |
| Meeting Objective(s) | [Objective(s)] |
| Meeting called by: | Laurel Yan |
| Attendees: | [Attendee list] |
| Please read: | [Reading list] |
| Please bring: | [Supplies list] |

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| [Monday][10 a.m. – 12 p.m.] | [Introduction][Continental breakfast][Welcome: Kari Hensien] | [Rainier Room] |
| [Tuesday][10 a.m. – 12 p.m.] | [Demos][New product line: Jane Clayton][Sales techniques: Jeff D. Henshaw] | [Snoqualmie Room][Rainier Room] |
| [Wednesday][10 a.m. – 12 p.m.] | [Working groups][Group A: Product planning][Group B: Product development][Group C: Product marketing]  | [Snoqualmie Room][Rainier Room][Tacoma Room] |
| [Thursday][10 a.m. – 12 p.m.] | [Wrap-up][Q&A panel: All speakers] | [Rainier Room] |
| [Friday][10 a.m. – 12 p.m.] | [Review][Review panel: All speakers] | [Rainier Room] |

Additional Information:

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| Instructions: |  |
| Comments: |  |