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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: |  |