

# Weekly Meeting Agenda

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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]

[Monday] [10 a.m. – 12 p.m.]	<b>[Introduction]</b> [Continental breakfast] [Welcome: Kari Hensien]	[Rainier Room]
[Tuesday] [10 a.m. – 12 p.m.]	<b>[Demos]</b> [New product line: Jane Clayton] [Sales techniques: Jeff D. Henshaw]	[Snoqualmie Room] [Rainier Room]
[Wednesday] [10 a.m. – 12 p.m.]	<b>[Working groups]</b> [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.]	<b>[Wrap-up]</b> [Q&A panel: All speakers]	[Rainier Room]
[Friday] [10 a.m. – 12 p.m.]	<b>[Review]</b> [Review panel: All speakers]	[Rainier Room]

## Additional Information:

Instructions:	
Comments:	