
SAMPLE MEETING AGENDA

Location: Jefferson Plaza, Main St. Arkansas – Call in 1(800) 555-1222 EXT. 122045
Date: November 15th, 2020
Time: 12:00 Noon

TOPICS TO BE DISCUSSED:

- I. **Google Ads Campaign**
 - a. How much to budget
 - b. Keywords to target
- II. **Customer Service Platform Discussion**
 - a. Zendesk
 - b. Helpjuice
 - c. General Discussion
- III. **User Complaints/Suggestions**
 - a. Go over bad reviews and user complaints
 - b. Discuss solutions to issues
 - c. Assign tasks to members
- IV. **Finding Office Space**
 - a. Available NNN Property for lease
 - b. Available Co-working space for lease
 - c. Available Office space to purchase
- V. **Launching New Feature**
 - a. Launch date confirmation
 - b. What to expect first week/month

Sample Professional Meeting Agenda Sample Word

Rosina Ehmann



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