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# SAMPLE MEETING AGENDA

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

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## 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

**Lei Shi**



**Sample Professional Meeting Agenda Sample Word:**

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