

INFORMAL MEETING AGENDA

LOCATION:	Conference Room B
DATE:	1/9/23
ATTENDEES:	Jon, Serra, Lionel, Grace
TIME:	2:00 PM

1. Call to order

Facilitator Name called to order the regular meeting of the Marketing & sales team at location or time on date

2. Roll call

Facilitator Name conducted a roll call. The following persons were present: Marketing & sales team

3. Approval of minutes from last meeting

Facilitator Name read the minutes from the last meeting. The minutes were approved as read.

4. Open issues

- a. Budget assessment
- b. Building maintenance
- c. Board chair elections

5. New business

- a. Marketing & sales team
- b. Marketing & sales team
- c. Marketing & sales team

6. Adjournment

Facilitator Name adjourned the meeting at location or time.

Minutes submitted by: Marketing & sales team



Sample Informal Board Meeting Agenda

Yan Bai



Sample Informal Board Meeting Agenda:

Sample Informal Board Meeting Agenda Book Review: Unveiling the Power of Words

In a world driven by information and connectivity, the ability of words has become much more evident than ever. They have the capability to inspire, provoke, and ignite change. Such may be the essence of the book **Sample Informal Board Meeting Agenda**, a literary masterpiece that delves deep into the significance of words and their impact on our lives. Written by a renowned author, this captivating work takes readers on a transformative journey, unraveling the secrets and potential behind every word. In this review, we will explore the book's key themes, examine its writing style, and analyze its overall impact on readers.

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