**DAILY MEETING AGENDA TEMPLATE**

|  |  |  |  |
| --- | --- | --- | --- |
| DATE | LOCATION | START TIME | END TIME |
|   |   | 10:30 AM | 11:00 AM |
| FACILITATOR | CONTACT EMAIL | CONTACT PHONE |
|   |   |   |
| ATTENDEES REQUESTED |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |
|  |  |  |  |  |
| SCHEDULE |   |   |   |   |
| **AGENDA ITEM** | **NOTES** | **PRESENTER** | **DURATION** |
| Previous Day Business Activity• Store sales• Phone sales• Online sales• Individual Salesperson |   |   | 0:10 |
| Review of Incoming Inventory |   |   | 0:03 |
| Display Status |   |   | 0:02 |
| Industry News |   |   | 0:03 |
| Market Research |   |   | 0:05 |
| Ongoing Business |   |   | 0:05 |
| Other |   |   | 0:02 |
| Adjournment |   |   | 0:00 |
|   |   |   |   |
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