**DAILY MEETING AGENDA TEMPLATE**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| DATE | LOCATION | | | START TIME | END TIME | |
|  |  | | | 10:30 AM | 11:00 AM | |
| FACILITATOR | CONTACT EMAIL | | | CONTACT PHONE | | |
|  |  | | |  | | |
| ATTENDEES REQUESTED | | | | | | |
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| 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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