

Company name(s):

Meeting location/link:

Date:

Time/time zone:

Meeting Title:

ATTENDEES (include email/phone)

Organizer:

Attendees:

Meeting facilitator:

Notetaker:

Notes from last meeting:

Please come prepared with:

MARKETING MEETING AGENDA TEMPLATE

MEETING AGENDA

Time	Agenda Item	Owner/Presenter	Deliverables	Next Steps
	Recent wins			
	Ongoing project/ campaign updates			
	Roadblocks			
	Feedback from leads/social media			
	Marketing metrics			
	Team updates			

Action Items:

Notes/summary: