

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:

SALES MEETING AGENDA TEMPLATE

MEETING AGENDA

| Time | Agenda Item | Owner/Presenter | Deliverables | Next Steps |
|------|-------------------------------------|-----------------|--------------|------------|
| | Recent wins | | | |
| | Pipeline updates | | | |
| | Roadblocks | | | |
| | Feedback from prospects/sales calls | | | |
| | Sales metrics | | | |
| | Team updates | | | |

Action Items:

Notes/summary: