

---

# Meeting Minutes For Teams

## Minutes

**Meeting title:** Event Planning Meeting

**Date + Time:** October 3, 2023 @ 1:30 p.m.

**Location:** Conference room B, Xezfo

## Attendees:

- Josh Smith, Director of Marketing
- Jessica Taylor, Director of Finance
- Stephen Waylan, Associate

## Absentees:

- Jane White, Associate

## Agenda

**Agenda item 1:** What should our upcoming seminar title be?

- The title should display and reinforce our expertise in the field.
- It should maintain accurate brand representation.

## Icebreaker

- If you're at trivia night, what category would you know the most about?

## Shoutouts

- 
- Well-earned appreciation for Jane White, who had the idea to launch this annual seminar, one of our most successful ventures.

### **Creative corner**

#### **Item 1:**

- Delegate brainstorming title ideas to the marketing team.

#### **Item 2:**

- Maintain last year's guest speaker list and source one additional guest speaker.

### **Parking lot ideas**

- Reconfirm the venue reservation.
- Revisit assets created by the design team.
- Conduct outreach for the press release.