

Daily Sales Meeting Agenda



Date of Meeting: _____

Present: _____

Morning Sales Meeting: Agenda

- Review previous day's business activity:
 - » Showroom log
 - » Telephone log
 - » E-mail log
 - » Salesperson's activity sheet
- Review incoming vehicles
- Review vehicles wanted
- Vehicle display
- Manufacturer news
- Market knowledge update
- Any other business

Notes:

Ongoing Items:

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This example can be modified to suit individual needs.