horizontal line

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.