

SAMPLE SALES MEETING AGENDA FOR WXYZ OFFICE SUPPLY COMPANY

MEETING DETAILS

Date: **January 6th, 2020**

Time: **9:00** AM PM

Recurring: Yes No

Location: **Board Room J**

Dial-in Number or URL: **1-888-373-6666 (Only for out-of-state sales reps.)**

Meeting Lead: **Bob Pence, Sales Director**

Other Speakers: **Wanda Enzo, Team Lead**

ATTENDANCE

Attendees: **Bob Pence, Wanda Enzo, Robert Stackhouse, Chloe Sun, Amanda Lass, Steven Rodriguez.**

Absentees: **Dawn Ross.**

ITEMS & DISCUSSION

10 min 1ST ITEM: OPENING & ROLL CALL

- Introduction to meeting;
- Five (5) minute grace period for late arrivals;
- Meeting will be called to order at 9:05 AM;
- Metrics update by Wanda.

10 min 2ND ITEM: SUCCESSFUL CLOSINGS

- Three new business clients (shoutout Chloe!);
- Robert and Amanda weekly individual closings;
- Steven and Dawn weekly individual closings.

10 min 3RD ITEM: PROSPECTS AND LEADS

- Updates on existing business prospects;
- Leads on individuals who provided contact information;
- How to follow up with prospects (REMINDER).

15 min 4TH ITEM: ROUND-ROBIN DISCUSSION

In the following order, we will discuss recent sales and lost clients since last meeting:



- (1) Chloe Sun
- (2) Amanda Lass
- (3) Steven Rodriguez
- (4) Robert Stackhouse
- (5) Dawn Ross.

5 **5TH ITEM: CONCLUSION**
min

- Any undiscussed issues;
- Round of questions (if any);
- Adjournment.