



MEETING AGENDA FOR MARKETING INTELLIGENCE CONSULTING PROJECT

MEETING INFORMATION

Meeting Objectives: [What do we want to accomplish in one hour?]

Date:		Location:	
Time:	6:00 PM	Meeting Type:	Internal Team Meeting
Timekeeper:		Note Taker:	
Attendees:	[Names]		

<u>ACTION ITEMS FROM PREVIOUS MEETING</u>	<u>Items</u>	<u>RESPONSIBLE [NAMES]</u>	<u>DUE DATE</u>
1			
2			
3			
4			

<u>NEW AGENDA ITEMS</u>	<u>Items</u>	<u>PRESENTER</u>	<u>TIME ALLOTTED</u>
1			
2			
3			
4			
OTHER NOTES OR INFORMATION			