## SALES REVIEW MEETING MINUTES

|  |  |
| --- | --- |
| **DATE:** |  |
| **TIME:** |  |
| **LOCATION:** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| MEETING TITLE | | | START TIME | END TIME |
|  | | |  |  |
| TEAM NAME | | | **FACILITATOR** | |
|  | | |  | |
| TEAM MEMBERS ATTENDING | | | | |
|  |  |  |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| AGENDA | | | |
| ITEM NAME | **PRESENTED BY** | **START TIME** | **DURATION** |
| 1. Purpose of Meeting and Objectives |  |  |  |
| 2. Assign Minute Taker and Timekeeper; Define Roles |  |  |  |
| a. Minute Taker |  |  |  |
| b. Timekeeper |  |  |  |
| 3. Review Prior Action Item List |  |  |  |
| 4. Agenda Items |  |  |  |
| a. Action Items |  |  |  |
| 1. Item Terms |  |  |  |
| 1. Item Description |  |  |  |
| 1. Item Participants |  |  |  |
| 5. Review of New Actions |  |  |  |
| 6. Proposals for Next Meeting |  |  |  |
| 7. Evaluation of Current Meeting |  |  |  |
| 8. Adjournment |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| NEXT MEETING TO BE HELD | | | |
| DATE | **LOCATION** | **START TIME** | **END TIME** |
|  |  |  |  |