

AGENDA

Meeting Title

January 10, 2004

9:00 a.m. – 5:00 p.m.

Meeting called by **Name**

Attendees: Attendee List

Please read: Reading List

Please bring: Supplies List

9:00 a.m. – 10:00 a.m.	Introduction Continental Breakfast Welcome <i>Kari Hensien</i>	Rainier Room
10:00 a.m. – noon	Demos New Product Line <i>Jane Clayton</i> Sales Techniques <i>Jeff D. Henshaw</i>	Snoqualmie Room Rainier Room
noon – 4:00 p.m.	Instructions To insert a tab in a table cell, use CTRL+TAB. To insert or delete rows or columns, use the Table menu. To add or remove border lines, use the Borders and Shading command on the Format menu.	
4:00 p.m. – 5:00 p.m.	Wrap-up Q&A Panel <i>All speakers</i>	Rainier Room

Additional Instructions:

Use this section for additional instructions, comments, or directions.

Meeting Title

MINUTES

[MEETING DATE]

[MEETING TIME]

[MEETING LOCATION]

MEETING CALLED BY	
TYPE OF MEETING	
FACILITATOR	
NOTE TAKER	
TIMEKEEPER	
ATTENDEES	

Agenda topics

[TIME ALLOTTED]

[AGENDA TOPIC]

[PRESENTER]

DISCUSSION		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

[TIME ALLOTTED]

[AGENDA TOPIC]

[PRESENTER]

DISCUSSION		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

[TIME ALLOTTED]

[AGENDA TOPIC]

[PRESENTER]

DISCUSSION	
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