

MEETING AGENDA – 2017 MARKETING STRATEGY



COMPANY NAME

MEETING INFORMATION

Objective: 2017 Marketing Strategy

Date:	14/06/2016	Location:	Room #234, Floor 3
Time:	8:30 AM	Meeting Type:	Brainstorming
Call-In Number:	12	Call-In Code:	3874
Called by:	Virginia Denny, CMO	Facilitator:	George Hem, Marketing Specialist
Timekeeper:	David Frawley, Assistant	Note Taker:	Amanda Genes, Assistant
Attendees:	Dean Campbell, Marketing Manager Deborah Young, Creative Director Tamara Ellingson, PR Manager Richard Brown, Social Media Manager		

PREPARATION FOR MEETING

Please Read: 2016 company marketing statistics, 2017 marketing trends

Please Bring: Laptop, notes

FOLLOW-UP 07/06/2016 MEETING

Item / Delegate / Deadline

1. 2016 company marketing report / Dean Campbell / 14/06/2016
- 2.

CURRENT AGENDA ITEMS

Item / Speaker / Timeframe

1. 2017 Marketing plan proposal / George Hem / 30 m
- 2.
- 3.

FUTURE ACTION ITEMS

Item / Delegate / Deadline

1. 2017 Social media strategy / Richard Brown / 01/07/2016

ADDITIONAL NOTES
