[Meeting Title]

[Pick the date]

[9:00 a.m. to 5:00 p.m.]

Meeting called by: user

Attendees: [Attendee list]

Please read: [Reading list]

Please bring: [Supplies list]

|  |  |  |
| --- | --- | --- |
| [9 a.m. – 10 a.m.] | [Introduction]  [Continental breakfast]  [Welcome: Kari Hensien] | [Rainier Room] |
| [10 a.m. – noon] | [Demos]  [New product line: Jane Clayton]  [Sales techniques: Jeff D. Henshaw] | [Snoqualmie Room]  [Rainier Room] |
| [Noon – 4 p.m.] | [Working groups]  [Group A: Product planning]  [Group B: Product development]  [Group C: Product marketing] | [Snoqualmie Room]  [Rainier Room]  [Tacoma Room] |
| [4 p.m. – 5 p.m.] | [Wrap-up]  [Q&A panel: All speakers] | [Rainier Room] |

Additional Information:

[Add any additional instructions, comments, or directions in this section.]