**DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**TIME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**LOCATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

MARKETING COMMITTEE

|  |  |  |  |
| --- | --- | --- | --- |
| **AGENDA** | | | |
| **OBJECTIVE**  Description goes here | **DURATION** | 5 minutes |  |
| **PREPARE PRIOR TO MEETING**  Description goes here | **DURATION** | 10 minutes |  |
| **TOPICS**  Topic 1:  Topic 2:  Topic 3:  Topic 4:  Topic 5:  Topic 6: | **DURATION** | 30 minutes |  |
| **NEXT STEPS**  Description goes here | **DURATION** | 10 minutes |  |
| **ACTION ITEMS**  Description goes here | **DURATION** | 15 minutes |  |