**Sales Meeting Template**

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| **Corporate announcements (if any), status reports, marketing info** |
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| **Industry news, competition** |
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| **Education: selling techniques, best practices, etc. based on issues of the day / team status (every meeting should have an educational component)** |
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| **Input from guest (i.e., channel partner, management, colleague, supplier, expert, etc.)** |
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| **Brief individual reports on activity, plans; recognition of team or specific Rep accomplishments** |
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| **Report on team goals and status** |
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| **Plan for upcoming week (based on status of sales-to-date, pipeline, sales technique etc)** |
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| **Problems to resolve** |
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| **Summary, Q&A, feedback, and follow-up items** |
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Tired of working with meeting agendas and meeting minutes manually? Prosperforms.com is a modern solution to share regular updates and gather insights automatically.

Prosperforms.com allows your team to share meeting summaries, discuss agendas, and send mass notifications, all with scheduled auto reminders.