

# Minutes of Sample Sales Meeting Oct 12

Start: Oct 12 02:00 pm - End: Oct 12 03:00 pm

Organizer: Jason Bourne

Invited: wilma flintstone, james bond

Location: Hotel De Witte Bergen

## Topics

### 1 Sales results last quarter *Presenter: James Bond For: 15m*

**N** We sold \$8.7 million in Q3, 120% of plan and 155% of last year.

#### 1.a High-lights

**N** The mega deal in the UK for \$3 million by Harry was fantastic!

**N** Happy with the new distributor in Brasil first results are promising .

#### 1.b Low-lights

**D** The write-offs in Greece hurt, they cost us \$330k.

**D** New policy: all new customers are first on prepay for the first 6 months, then only net 30 days after approval.

**T**  Set up new payment policy for new customers.

Owned by **wilma flintstone** due **Oct 31**

### 2 Targets for next quarter *Presenter: James Bond For: 15m*

**N** Next quarter we have to hit \$10.5 million. That is 60% more than last year, but seem very reasonable considering the YTD results.

### 3 Regional plans

#### 3.a North America

**N** On target so far, but experiencing some difficulties in the wholesale channel. Current partner is not focusing enough on our product line.

**T**  Explore possibilities for new/additional wholesale partners in the US

Owned by **james bond** due **Oct 30**

#### 3.b Europe Middle East and Africa

**N** Just started, in Dubai. No specific additional action required, just continue with current plan

#### 3.c Asia and Australia

**D** Time is ripe for the Japanese and Korean markets.

**T**  Analyze localization costs for Japanese and Korean versions.

Owned by **Jason Bourne** due **Nov 21**

**T**  Prepare detailed market analysis with current players and possible partners in Japan and Korea.

Owned by **Jason Bourne** due **Dec 12**

### 3.d Latin America

**N** Brazil off to a good start, team from Brazil will be visiting at the end of the month.

**T**  Arrange hotel accommodation and prepare schedule for visit from Brazil team

Owned by **wilma flintstone** due **Oct 19**

## 4 Training program *Presenter: Wilma Flintstone For: 15m*

**N** We hired this great efficiency consultant and he will train all departments in the next 6 weeks. Focus of the training is on team work and more efficient meetings. He recommended MeetingKing and that we start using it in advance of the training so he can go in the details and explain the secrets of running and documents our meetings more efficiently.

**T**  Sign up for a company wide license for MeetingKing, to improve our meeting and office efficiency.

Owned by **wilma flintstone** due **Oct 18**

## New Tasks

| Task   | Owner            | Due    |
|--|------------------|--------|
| <input type="checkbox"/> Set up new payment policy for new customers.  | Wilma Flintstone | Oct 31 |
| <input type="checkbox"/> Explore possibilities for new/additional wholesale partners in the US                             | James Bond       | Oct 30 |
| <input type="checkbox"/> Analyze localization costs for Japanese and Korean versions.                                      | Jason Bourne     | Nov 21 |
| <input type="checkbox"/> Prepare detailed market analysis with current players and possible partners in Japan and Korea.   | Jason Bourne     | Dec 12 |
| <input type="checkbox"/> Arrange hotel accommodation and prepare schedule for visit from Brazil team                       | Wilma Flintstone | Oct 19 |
| <input type="checkbox"/> Sign up for a company wide license for MeetingKing, to improve our meeting and office efficiency. | Wilma Flintstone | Oct 18 |