

Minutes of Sample management team meeting - 02/14/14

Date and time: 02/14/14 04:00 pm to: 02/14/14 05:00 pm

Organizer: Edwin Siebesma

Participants: wilma flintstone, James Bond, Jason Bourne

Location: Conference room 1st floor

Access meeting at: <http://app.meetingking.com/meetings/78573>

Topics

1 Update on sales

Note See how the sales increased after we started using MeetingKing in company ABC

 [sales-results-after-meetingking-implementation.png](#)

Decision We will introduce MeetingKing in all departments are all companies.

Task Sign up for company wide MeetingKing subscription.

Owned by **James Bond** due **02/20/14**

2 Marketing

Decision Based on sales success of widget XYZ in our test market we will increase the marketing budget by 30% to \$130,000.

Task Develop introduction campaign for widget XYZ for April and May.

Owned by **wilma flintstone** due **02/26/14**

3 Product development

4 Finance and accounting

5 HR matters

6 Set date for next meeting

Task Summary

New Tasks

Task Sign up for company wide MeetingKing subscription.

Owned by **James Bond** due **02/20/14**

Task Develop introduction campaign for widget XYZ for April and May.

Owned by **wilma flintstone** due **02/26/14**

Open tasks from previous meeting(s)

Task Find new advertising agency.