

# Minutes of Sample Staff Meeting - 02/19/14

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**Date and time:** 02/19/14 09:30 am to: 02/21/14 10:30 am

**Organizer:** Edwin Siebesma

**Participants:** wilma flintstone, Jason Bourne, James Bond

**Location:** Conference room "vista" 36th floor

Access meeting at: <http://app.meetingking.com/meetings/79083>

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## Topics

### 1 New business department A

#### 1-1 Project 1

**Note** See how much more effective we are since we started using MeetingKing in department A.

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

**Decision** We need to roll out MeetingKing throughout the company.

**Task**  Sign up for a 100-user MeetingKing subscription.

Owned by **wilma flintstone** due **02/25/14**

#### 1-2 Project 2

### 2 New business department B

**Note** You can make notes, decisions and tasks under each topic.

Once you start using MeetingKing you will have more time to spend on building your business or go to the beach.

 [shorter-meetings-more-beach-time.jpg](#)

### 3 Closing

#### 3-1 Summary and review new tasks

#### 3-2 Date and time next meeting

## Task Summary

### New Tasks

**Task**  Sign up for a 100-user MeetingKing subscription.

Owned by **wilma flintstone** due **02/25/14**

