








Meeting Notes - Marketing Meeting

 Date	 Topic
 Time	 Location
 Attendees	

Meeting Preparation

 The Ask <ul style="list-style-type: none">• Project Summary:• Project Audience:• Goal Metrics:• Resources Required:• Attendee Requirements:
 Attendee Notes <ul style="list-style-type: none">• Attendee 1<ul style="list-style-type: none">• Current projects• Goals• Potential Questions and Concerns• Attendee 2<ul style="list-style-type: none">• Current projects• Goals• Potential Questions and Concerns

Today's meeting

	Who should be informed?
 The Ask <ul style="list-style-type: none">•	



Questions and Concerns

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Workflow

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Follow-up tasks



Action Items (Channel)



Owner



Due date

-
-
-

Note taker



Name



Email