

<Company> Weekly Sales Team Meeting

Agenda

Sales Results ~ actual vs last year vs plan

- Current month

- YTD

- By category

- By customer

Opportunities

- New Business Targets

 - Last week

 - This week

 - Next week

 - Following three weeks

Key Initiatives For Next Three Months

- Upcoming Marketing Activity

 - Newsletter

- Other

Sales Activity

- Last week results: actual vs plan

 - Explain any variance

- This week plan

Networking

- Last week results

 - New connections met

 - Added to email blast?

- This week's meetings

- Next week and beyond

Sales Training

- Role playing

Successes

- New clients

- New business at current clients

Next Meeting: