

7. Sales Team Weekly Kickoff Agenda Template

Sales Team Weekly Kickoff Meeting Agenda

Date: May 1st

Time: 1:00 - 2:00 PM CT

Location: Zoom

Attendees: Jeff, Stewart, Kristi, Henry

Supporting documents: Sales Pipeline, CRM, Presentation

Objective:

Review sales progress and new opportunities.

Agenda items:

- Review of previous week's sales performance (10 minutes)
- Sharing success stories & challenges (15 minutes)
- Presentation of the week's goals & targets (5 minutes)
- Discussion of upcoming promotions & strategies (15 minutes)
- Collaborative problem-solving session (10 minutes)
- Closing remarks & motivation (5 minutes)

Action items & next steps:

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Key decisions:

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