



Marketing Team Meeting Agenda

Meeting title

Location	Date

Start time	End time

Facilitator

Team members in attendance	

1. Last month metrics review		Duration:
Website traffic:	Website link:	
	Clicks:	
	Impressions:	

Most visited page:	Page link:	
	Clicks:	
	Impressions:	



Top growing page:	Page link:	
	Clicks:	
	Impressions:	

Keyword rankings:	KW #1:	
	KW #2:	
	KW #3:	
	KW #4:	
	KW #5:	

2. Notable achievements	Duration:
ACHIEVEMENT #1:	
ACHIEVEMENT #2:	
ACHIEVEMENT #3:	
ACHIEVEMENT #4:	
ACHIEVEMENT #5:	

3. Updates about current projects	Duration:

Communicate and collaborate with your team using Pumble, a business messaging app



4. Main challenges (Any work or finance-related challenges the team is currently facing)	Duration:

5. Action items (Meeting conclusions and next steps)	Duration:

Next meeting title	Location	Date	Start time	End time