



Sales Team Meeting Agenda

Meeting title

Location	Date

Start time	End time

Facilitator

Team members in attendance	

1. Last month performance review (What were the main objectives? Did the team achieve them?)	Duration:



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

3. Main challenges the team faced	Duration:

4. Potential new sales strategies (In case anyone has come up with a new sales strategy or ideas)	Duration:

5. Sales targets for the month	Duration:
TARGET #1:	
TARGET #2:	
TARGET #3:	
TARGET #4:	
TARGET #5:	

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



6. Questions and action items (Meeting summary and next steps)	Duration:

Next meeting title	Location	Date	Start time	End time