**Meeting Agenda**

**Date: 4th July at 9a.m.**

I.T. Sales Company

**Business Meeting**

**1. Standing items**

- Take atendance  
- Approve prior meeting’s minutes  
- Sales updates

**2. Last Meeting’s Business**

- Discuss topics that were not completed in a prevous meeting

- Susan - sales update (10 minutes)  
- Paul – new products (10 minutes)

**3. New Business**

- New topics for this week’s meeting

- Emma - Discuss marketing of new products (20 minutes)  
- Pete - Employee survey results (30 minutes)

**4. Housekeeping**

- Anna - Announcments  
- Review of action items  
- Date of the next meeting