

AGENDA & MINUTES

MEETING: Winter Catalogue

Date: **Monday, 3/5/20XX** Time: **8:00-9:00am** Location: **Penrith Store**

Chairperson: **Jane (Store Manager)** Notetaker/Minutes: **Bill (2IC)**

Participants Invited: **Jane (Store Manager), Bill (2IC), all staff**

Objectives: **(1) Update staff on store progress, (2) introduce catalogue line and practice selling, (3) inform staff of targets for promotion**

Agenda

Minutes

No.	Time	Item	Person Responsible	Points of Discussion	Action	When
1	11:00-11:10am	Open meeting	Jane			
2	8:10-8:25am	Introduce Catalogue	Jane	<ul style="list-style-type: none">• Date• Advertising	List of catalogue products and possible add-ons on noticeboard	3/5/20xx
3	8:25-8:45am	Promotional products	Bill/All staff	<ul style="list-style-type: none">• Add on sales• Role-play customer scenario	Targets per day and person instore diary	10/5/20xx
4	8:45-9:00am	Catalogue goals	Jane	<ul style="list-style-type: none">• Store targets• Store incentive	Weekly updates on notice board	10/5/20xx
5	9:00am	Sign off	All staff	<ul style="list-style-type: none">• Attendance and agenda signed	Bill to coach absent staff re: meeting agenda	4/20xx to 10/20xx

Next Meeting

Date: **Monday, 4/6/20XX** Time: **8:00-9:00am** Location: **Penrith Store**

GUIDELINES FOR MEETINGS:

- Start and finish on time
- Stick to the agenda
- Respect others opinions
- Actively participate
- Follow up on the actions assigned
- Turn off phones