Remote marketing team meeting

*[meeting title]*

### Date:

*[the calendar date on which the meeting takes place]*

1st of July, 2025

### Time:

*[start time of the meeting]*

10.30 AM

### Meeting duration:

*[indicates the scheduled length of the meeting]*

45 minutes

### Attendees:

*[a list of individuals present at the meeting]*

Annette Wilson, Mark O’Neil, Misha Bilson, Kenneth Brown

## Agenda

### Project updates *(15 mins):*

*[Brief summaries of progress on current work]*

*Who’s presenting: Michael Jones*

-Annette: Client onboarding materials finalized and shared.

-Mark: Email campaign rolled out with early engagement metrics tracking.

-Misha: Drafted July performance report and sent to review.

-Kenneth: Finalized logistics for upcoming demo sessions.

### Collaboration opportunities *(10 mins):*

*[chances to work together across roles or projects]*

*Who’s presenting: Mark O'Neil*

-Annette suggested pairing Misha and Kenneth on the onboarding analytics review.

-Mark proposed syncing with Misha for client messaging updates.

-Kenneth mentioned possible input from Sales on next week’s product demo Q&A sheet.

### Challenges and solutions *(10 mins):*

*[roadblocks and ideas for addressing them]*

*Who’s presenting: Misha Bilson*

-Mark: Low response rate from outreach emails—solution: A/B testing subject lines next week.

-Misha: Reporting timeline tight—solution: shifting draft deadline by one day.

-Annette: Confusion over handoffs—solution: clearer documentation in project briefs.

### Team building *(5 mins):*

*Who’s presenting: All*

*[moments for casual connection or morale boosts]*

-Everyone shared a highlight from their long weekend.

-Kenneth suggested a virtual “coffee roulette” next Friday.

### Wrap up *(5 mins):*

*[final thoughts and confirmations]*

*Who’s presenting: All*

-Quick recap of action items and deadlines.

-Agreed to revisit outreach results in next stand-up.

### Action items:

*[list of tasks, who’s responsible, and when they’re due]*

| Mark | Begin A/B testing on email subject lines by July 8 |
| --- | --- |
| Misha | Finalize July report draft by July 5 |
| Annette | Update documentation templates by July 6 |
| Kenneth | Draft demo Q&A sheet and share with Sales by July 9 |

### Additional notes:

*[any extra points or reminders]*

-Reminder to submit PTO requests for August by end of week.

-Michael to receive a summary email with key updates.