Daily 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]*

15 minutes

### Attendees:

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

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

## Agenda

### What was accomplished yesterday? *(3 mins)*

*[team members share key tasks completed the previous day]*

*Who’s presenting: Michael Jones*

Michael Jones: “Finalized the Q3 performance dashboard and shared it with the analytics team.”

### What is the plan for today? *(3 mins)*

*[each person outlines their focus and tasks for the day ahead]*

*Who’s presenting: Annette Wilson*

Annette Wilson: “I’ll begin outreach to our new leads list and review response templates.”

### Are there any blockers or challenges? *(3 mins)*

*[team members mention anything preventing progress]*

*Who’s presenting: Mark O'Neil*

Mark O’Neil: “Waiting on final client segmentation before I can proceed with the call list.”

### Quick alignment and adjustments *(3 mins)*:

*[real-time coordination or task shifts to stay on track]*

*Who’s presenting: Kenneth Brown*

Kenneth Brown: “Let’s move the campaign review to Friday so Annette can include early outreach results.”

### Wrap-up and confirmation of understanding *(3 mins)*:

*[recap of responsibilities and clarification before closing]*

*Who’s presenting: Misha Bilson*

Misha Bilson: “So we’re all aligned. Michael is handling the report edits, and Annette begins outreach today.”

### Action items:

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

| Annette | Start outreach by EOD |
| --- | --- |
| Michael | Share revised dashboard by 2 PM |
| Mark | Follow up with client by noon |