

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
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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.