

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** ▾

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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