

<Company> Weekly Sales Team Meeting

Agenda

Sales Results ~ actual vs last year vs plan

Current month

YTD

By category

By customer

Opportunities

New Business Targets

Last week

This week

Next week

Following three weeks

Key Initiatives For Next Three Months

Upcoming Marketing Activity

Newsletter

Other

Sales Activity

Last week results: actual vs plan

Explain any variance

This week plan

Networking

Last week results

New connections met

Added to email blast?

This week's meetings

Next week and beyond

Sales Training

Role playing

Successes

New clients

New business at current clients

Next Meeting: _____