**Daily Sales Meeting Agenda**

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| **Date of Meeting:** |  |  |  |
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| **Present:** |  |  |  |
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| **Sales Meeting: Agenda** |
| Review previous day’s business activity:* Showroom log
* Telephone log
* E-mail log
* Salesperson’s activity sheet

Market knowledge update Other | **Notes:** |
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| **Ongoing items:** |
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