**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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