|  |  |
| --- | --- |
| **DATE:** | Thursday, March 17, 2016 |
| **TIME:** | 10:30 AM |
| **LOCATION:** | Conference Room B |
|  |  |

**CONFERENCE CALL AGENDA**

|  |  |  |  |
| --- | --- | --- | --- |
| **MEETING CREATED BY:** | Sara Hudson | **MINUTE TAKER:** | Anna James |
| **FACILITATOR:** | Sara Hudson | **TIME KEEPER:** | Steve Hart |
| **MEETING TYPE:** | Type of Meeting | **OBJECTIVE:** | Meeting Objective |
| **CALL-IN NUMBER:** | 321-456-7890 | **CALL-IN CODE:** | \*42168 |
| **MEETING TITLE:** | New Client Relations Manual |
| **MEETING SUBJECT:** | Laptop and Reports |

 **ATTENDEES REQUESTED:**

|  |  |  |  |
| --- | --- | --- | --- |
| Sara Hudson | Steve Hart | Sara Hudson | Steve Hart |
| Steve Hart | Sara Hudson | Steve Hart | Sara Hudson |
| Sara Hudson | Steve Hart | Sara Hudson | Steve Hart |

|  |
| --- |
| **AGENDA ITEMS** |
| **AGENDA ITEM DESCRIPTION** | **TO BE PRESENTED BY** | **DURATION** |
| 1. Agenda Item Description | Anna James | 1:30 |
| 2. Agenda Item Description | Steve Hart | 0:15 |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

****