**Agenda Meeting**

**Improving our company’s image on Social Media**

*Date : 07/12/20222*

*Time: 11 : 00 Am*

*Location : 38 rue de Naples, Cholet, France.*

*Physical presence expected.*

*List of attendees:* Social media advertisement, social media customer service boards, Head Manager.

**Introduction** :

For this meeting, we want to find ways to improve our company’s image through social media. The meeting will last for an hour. We have invited different areas of our company to prepare propositions and solutions to submit in this meeting. We invite you to review the documentation provided with this plan and come up with ideas and opinions on how we can reach this objective. The documentation is a report of our company’s image within the last 10 years.

**Part I:** Review from the previous meeting and report on the results received. (15 minutes)

**Part II:** Discussion and debate on action to take to improve our company’s social media (30 minutes)

* Social media advertisement board proposition (10 minutes)
* Social media customers service board proposition (10 minutes)
* Head Manager of Marketing services (10 minutes)

**Part III:** Action Item and objectives to do before the future meeting. (10 minutes)

**Part III:** Choice of the next meeting time (5 minutes)