**Date/Time:** January 15, 2013 11 am to 1:30 pm

**Location:** Conference Room B

**Attendees:** Joe Smith, John Doe, Sally Mill, Jane Green, Sam Jones, Mike Smith, Donna White

**OBJECTIVE**

Develop ideas by quarter for the 2013 product launch dates in accordance with current technology and marketing platforms. Everyone should be prepared to discuss and offer suggestions.

**SCHEDULE**

11:00 to 11:15: Plastic (1Q) – Joe Smith

11:15 to 11:30: Plate technology (1Q) – John Doe

11:30 to 11:45: Vinyl (2Q) – Sally Mill

11:45 to 12:00: Various projects (3Q) – Jane Green

12:00 to 12:15: Various projects (4Q) – Sam Jones

12:15 to 1:15: Platform overview – Mike Smith

1:15 to 1:30: Questions and comments – All

**ROLES/RESPONSIBILITIES**

Record meeting minutes: Donna White

Note-taking: Donna White

Mediation: Joe Smith