# Logo placeholder

# MARKETING & SALES TEAM

Meeting minutes

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| --- | --- |
| LOCATION: | Conference Room B |
| Date: | 1/9/23 |
| Attendees: | Jon, Serra, Lionel, Grace |
| Time: | 2:00 PM |

1. Call to order

Facilitator Name called to order the regular meeting of the Marketing & sales team at location or time on date

1. Roll call

Facilitator Name conducted a roll call. The following persons were present: Marketing & sales team

1. Approval of minutes from last meeting

Facilitator Name read the minutes from the last meeting. The minutes were approved as read.

1. Open issues
   1. Budget assessment
   2. Building maintenance
   3. Board chair elections
2. New business
   1. Marketing & sales team
   2. Marketing & sales team
   3. Marketing & sales team
3. Adjournment

Facilitator Name adjourned the meeting at location or time.

Minutes submitted by: Marketing & sales team

Minutes approved by: Marketing & sales team