**Marketing Meeting Minutes**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date:** |  | **Time:** |  |
| **Location:** |  | **Meeting Called by:** |  |
| **Facilitator/Chairperson:** | |  | |
| **Note Taker:** | |  | |

**1. Attendance**

|  |  |  |
| --- | --- | --- |
| **Present** | **Absent** | **Guests** |
|  |  |  |
|  |  |  |
|  |  |  |

**2. Agenda Items**

|  |  |
| --- | --- |
| **1.** |  |
| **2.** |  |
| **3.** |  |

**3. Discussion & Key Points**

* **Campaign Updates:**
* **Market Research / Trends:**
* **Advertising & Promotions:**
* **Social Media & Digital Marketing:**
* **Sales & Lead Generation:**

**4. Decisions Made**

**5. Action Items / Next Steps**

| **Task/Action** | **Responsible Person** | **Deadline** | **Status** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |

**6. Next Meeting**

|  |  |  |  |
| --- | --- | --- | --- |
| **Meeting Date:** |  | **Meeting Time:** |  |
| **Location/Platform:** |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Prepared by:** |  | **Approved by:** |  |