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

**DAILY MEETING AGENDA**

 **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 |

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| **AGENDA ITEMS** |
| **AGENDA ITEM DESCRIPTION** | **NOTES** | **PRESENTER** | **TIME** |
| Previous Day Business Activity* Store sales
* Phone sales
* Online sales
* Individual Salesperson
 |  | Anna James | 0:10 |
| Review of Incoming Inventory |  | Steve Hart | 0:05 |
| Display Status |  | Steve Hart | 0:02 |
| Industry News |  | Steve Hart | 0:05 |
| Market Research |  | Steve Hart | 0:05 |
| Ongoing Business |  | Steve Hart | 0:05 |
| Other |  | Steve Hart | 0:02 |
| Adjournment |  | Steve Hart | 0:00 |
| **COMMENTS** |
| Further comments |

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