

TOPIC		
Is this meeting for <input type="checkbox"/> a decision or <input type="checkbox"/> information?		
<u>Leader</u> and participants:		
Date:		Time:
Location:		
Structure	Information	Human Resources
Ethics and the law Competitive position Ownership structure Governance Planning Facilities	Applications Internet Data and reporting Research and analysis Communication system Information technology	Management Organizational structure Employee relations Training and development Compensation Retention and recruitment
Marketing & Sales	Operations	Finance
Market research Channels of distribution Pricing and promotions Marketing communications Sales management Customer service	Quality Work process Production technology Supply chain Logistics Inventory	Financial accounting Managerial accounting Budgeting and forecasting Financing Cash management Risk management

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3 Good Questions
<input type="checkbox"/> Have we agreed on terms, concepts and facts?
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Discussion Notes
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The top three ★

Decisions and Tasks
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For tools and support, go to www.theindex.net
<input type="checkbox"/> Did this meeting meet its goal? <input type="checkbox"/> Did you distribute and file the notes?