

Week 5 – Term 3 - MS Class – Sample Agenda (with 1 or 2 details for each item)

Sample Agenda

Good morning. It's 10 o'clock. Let's get started.

First of all, thank you for taking time out of your schedule to be here today.

The purpose of our meeting is to discuss the plans for next year.

As you can see, there are several items on the agenda.

First, we will discuss the products for next year. As you know, we launched several new products last year. As a result, we would like to focus more on products for North America.

Then, we will talk about the new projects that we started last year. From my point of view, we need to analyze our products and evaluate last year's profits.

After that, we will hear from Abe-san regarding our current vendors. For your information, we plan to add new vendors in China at the end of this year. As a result, we need to review our options.

Next, we will discuss our new logo. Actually, we need to think about a new logo for North America. So, today, I would like to get your input on this situation.

Finally, we will wrap up with our vision for the next fiscal year. As you know, our New York management team needs our input to finalize our vision for 2016.

This is our agenda for today.