# Meeting Agenda

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| **Project Status Meeting**  November 12, 2008  10:00 – 11:00 A.M. | **Location:** The Bean Conference Room  **Dial-in Information:** 800-123-4567  **Attendee Code:** 1234567#  **Online Conference Location:** <http://meeting.yourcompany.com/> |

**Attendees:** Russ Unger**, ,** Brad Simpson**,** Christine Mortensen**,** Jonathan Ashton, Chris Miller

**Meeting Purpose:**

* Review the current status on Research, Graphic Design and SEO
* Discuss outstanding issues
* Prioritize and plan next steps

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| **Presenter** | **Topic** | **Time** |
| Russ | Welcome | 5 minutes |
| Carolyn | Research Update | 10 minutes |
| Brad & Christine | Graphic Design Update | 15 minutes |
| Jonathan | SEO Update | 15 minutes |
| Chris | Parking Lot | 10 minutes |
| Russ | Next Steps | 5 minutes |

In order to keep the meeting on-track and as effective as possible, please do your part by observing the following meeting rules:

* Arrive on time (or send a proxy who can make decisions in your absence)
* Stay on topic; reserve side conversations for after this meeting
* Allow the person with the floor to finish speaking before responding
* Leave laptops and other devices behind or shut them off
* Bring all required materials to the meeting
* Carolyn will be the note taker—please turn in your notes to her if necessary
* Meeting notes will be sent to attendees within 24 hours