# Weekly Sales Team Meeting Agenda

* Wins/Losses (also any lessons learned to share) 5-10min
* Clients at Risk &/or Escalations to share with service team: 0-5min
* MTD/QTD Goals 5-10min
	+ Revenue
	+ Lifecycle Management Plans/Execution
	+ Win7 to Win10 & Server 2008 R2 Tracker - Plan, then Completion (or other Organizational Initiative)
	+ Marketing Events/Conferences/Tradeshows – Awareness and Drive Attendance
* Issue Discussion & Action Items 10-20min
* Peer Coaching/Collaboration and/or Cascading Messages ~10min (If you have time – it is good to involve other members of the team in coaching)

# Weekly Sales Rep & Account Manager One-on-One Agenda

Each week during our one-on-one, these items will be covered in order.  The expectation is that Activities, Opportunities, and Tickets will be updated and current in preparation for our time together. If one area is not completed in advance of the meeting, we will use the meeting time to update/complete.

* Opportunity, Activity & Ticket Management Current
* Weekly Scorecard Items
* Key Activities
* Revenue Goals
* MTD/QTD Objectives/Plan
* Deal Strategizing/Obstacles

# Key Activity Definitions by Role:

Reference the “A Player Notes” documents in the Building Sales Compensation Presentation folder. Those documents define the role expectations and the ‘Key Activities’ that are expected from the role. Such as:

* Attending Networking/Community Events
* Giving Referrals
* Asking for Referrals
* First Meetings
* Etc.