

Franchise Teleconference Meeting Agenda

Date: [Insert Date]

Time: [Insert Time]

Location: Virtual (Zoom/Teams Link)

Agenda

1. **Welcome and Introduction** (5 minutes)
2. **Review of Previous Year's Performance** (15 minutes)
3. **Strategic Objectives for the Upcoming Year** (20 minutes)
4. **Marketing Strategies and Initiatives** (15 minutes)
5. **Franchisee Feedback and Discussion** (25 minutes)
6. **Action Items and Next Steps** (10 minutes)
7. **Closing Remarks** (5 minutes)

Please ensure to review the attached documents before the meeting.

Looking forward to your participation!

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]