

Franchise Teleconference Meeting Agenda

Date: [Insert Date]

Time: [Insert Time]

Platform: [Insert Platform e.g., Zoom, Microsoft Teams]

Agenda

1. **Welcome and Introductions** (5 minutes)
2. **Overview of Compliance Training Session Objectives** (10 minutes)
3. **Training Module 1: [Insert Topic]** (20 minutes)
4. **Q&A Session** (10 minutes)
5. **Training Module 2: [Insert Topic]** (20 minutes)
6. **Q&A Session** (10 minutes)
7. **Wrap-Up and Next Steps** (5 minutes)

Facilitator: [Insert Name]

RSVP: Please confirm your attendance by [Insert Date].