

Sales Team Meeting Agenda

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location] or **Virtual Link:** [Insert Link]

Agenda Items

1. **Welcome and Introductions**
 - Opening remarks by [Name]
2. **Review of Previous Meeting Minutes**
 - Discussion on action items from last meeting
3. **Current Sales Performance Overview**
 - Presentation by [Name]
 - Key metrics and results
4. **Conflict Identification**
 - Discuss ongoing conflicts within the team
 - Input from team members
5. **Conflict Resolution Strategies**
 - Brainstorming session for strategies
 - Assigning roles for implementation
6. **Action Items and Next Steps**
 - Summary of decisions made
 - Assign responsibilities
7. **Q&A Session**
 - Open floor for questions and comments

Next Meeting: [Insert Date and Time]