

Company Meeting

Title

Agenda

- List an overview of the subjects to be treated

Overview of goals and critical factors

- Merits of the Company
- Success strategies
- Future perspectives

What has been achieved?

- Brief comparison of the goals set and the results achieved
- Particular problems which arose

Company Structure

- Introduction and essential goals of each company division
- Modifications
- Organization chart recommended

Major Challenges

- Point out all major problems
- If possible include a feasible solution strategy

Main Goals

- Finances
- Competition
- Progress

Results

- Summary of the more important financial results
 - Sales
 - Profit
 - Main Cost Areas
 - Market Research

Sales und Profit

- Comparison between forecasted and achieved results
- Gross profit margin
- Important trends
- Industry comparison

Main Cost Areas

- Research and Development
- Sales and Marketing
- Growth Areas
- Areas requiring special attention

Market Research

- Goals

- Results

Goals for Next Period

- Strategic Plans
- Financial Goals
- Other Important Projects

Summary

- Main Successes/Challenges
- Review of Main Goals
- Close and Thank Audience