## List of Topics

![j0412642[1]]()

Purpose of your meeting: Brainstorming session

Duration of meeting: 1 hour

Goal/Desired Outcome: Determine how to increase sales during the low season.

Topics Received:

* Jim needs 15 minutes to speak about employee morale
* Sarah wants 10 minutes to talk about offering a new product
* Steven wants 20 minutes to talk about disciplinary action for employees who do not make goal next month
* Frank wants 10 minutes to discuss potential sales opportunities in the Hispanic market
* Barbara wants 10 minutes to go over last month's sales figures
* Christine needs 15 minutes for presenting her idea on cross-selling in the call center