

<p>Topics 1/1 &lt;&gt;&gt; [icon]</p> <p><b>1. Preparation:</b> Start by defining the topics of your meeting by creating a smart item per topic and dragging it on the agenda item</p>	<p>Discussion Topic 1 1/1 &lt;&gt;&gt; [icon]</p> <p><b>3. Discuss each topic:</b> use smart items to capture and categorize discussion contributions. Use GOALS smart boxes to define objectives, create a SWOT analysis or do new/web search.</p>	<p>Conclusion Topic 1 1/1 &lt;&gt;&gt; [icon]</p> <p><b>4. Proceed to the conclusion section,</b> insert a “SUMMARY” box and describe your conclusion.</p>	<p>To-dos Topic 1 1/1 &lt;&gt;&gt; [icon]</p> <p><b>5. Define tasks</b> -use the TASK+ box to define responsibilities, accountability, timing and more for each task</p>
<p>Participants 1/1 &lt;&gt;&gt; [icon]</p> <p><b>2. Preparation:</b> Define participants below by creating a smart item for each participant and dragging it on the “Team” or “Guest” item.</p>	<p>Discussion Topic 2 1/1 &lt;&gt;&gt; [icon]</p> <p>Repeat steps 3-5 for each topic in a new row</p>	<p>Conclusion Topic 2 1/1 &lt;&gt;&gt; [icon]</p>	<p>To-dos Topic 2 1/1 &lt;&gt;&gt; [icon]</p>
<p><b>Template Purpose:</b> For your daily standups and meetings – set topics, discuss, decide and record tasks</p> <p><b>TIP:</b> if you have more agenda points, create a new team meeting workspace</p>	<p>Discussion Topic 3 1/1 &lt;&gt;&gt; [icon]</p> <p>Repeat steps 3-5 for each topic in a new row</p>	<p>Conclusion Topic 3 1/1 &lt;&gt;&gt; [icon]</p>	<p>To-dos Topic 3 1/1 &lt;&gt;&gt; [icon]</p>
	<p>Discussion Topic 4 1/1 &lt;&gt;&gt; [icon]</p> <p>Repeat steps 3-5 for each topic in a new row</p>	<p>Conclusion Topic 4 1/1 &lt;&gt;&gt; [icon]</p>	<p>To-dos Topic 4 1/1 &lt;&gt;&gt; [icon]</p> <p><b>hit the presentation button and you'll get a presentation with an executive summary which you can send to all participants.</b></p>

**Topics** 1/1 << >> +

- Topic 1
- Topic 2
- Topic 3
- Topic 4
- Topic 5

**Participants** 1/1 << >> +

- Participant 1
- Participant 2
- Participant 3
- Participant 4

**Discussion: Covid-19 immediate measures** 1/1 << >> +

Goals: Jan 1, Jan 2, Jan 3, March, New year

SWOT Analysis: Strengths, Weaknesses, Opportunities, Threats

**Conclusion: Covid-19 immediate measures** 1/1 << >> +

Summary: Implement covid 19 measures immediately

Context: covid 19  
 Action: covid 19 for home office, change in corporate restaurant, only into building after temperature check

**To-dos: Covid-19 immediate measures** 1/1 << >> +

**Discussion: Decreasing sales in Latin America** 1/1 << >> +

Goals: Jan 1, Jan 2, Jan 3, March, New year

Websearch results for "torunar": Critical website, Corona Extra, Solar corona on February 14, 1962

**Conclusion: Decreasing sales in Latin America** 1/1 << >> +

Summary: South America has not seen results related to corona

Context: covid 19  
 Action: It is a possibility to analyze financing and create credit SP with 10 South America. The additional has been the target of various projects before corona was a comprehensive decline to control. As a consequence we should focus on operations and should focus on our business for generation

**To-dos: Decreasing sales in Latin America** 1/1 << >> +

**Discussion: Introduction of new product release** 1/1 << >> +

SWOT Analysis: Strengths, Weaknesses, Opportunities, Threats

Websearch results for "HR strategy": Human Resource Strategy | AHR Digital, [PDF] Human Resource Strategy - SHRM

**Conclusion: Introduction of new product release** 1/1 << >> +

Summary: The new release will be postponed to June

Context: covid 19  
 Action: Product of covid19 has been decided to move the new product release to June 2020, we will release approximately by end of May 2020.

**To-dos: Introduction of new product release** 1/1 << >> +

**Discussion: Onboarding Process** 1/1 << >> +

Goals: Goal 1, Goal 2, Goal 3, Transition website

Websearch results for "HR strategy": Human Resource Strategy | AHR Digital, [PDF] Human Resource Strategy - SHRM

**Conclusion: Onboarding Process** 1/1 << >> +

Summary: Rollout new onboarding process

Context: covid 19  
 Action: we will try to conduct to begin with the design of the new onboarding process, we have agreed on the objectives for the process which will be a good starting for the structure

**To-dos: Onboarding Process** 1/1 << >> +