**SAMPLE AGENDAS**

**A/B Call Sample AGENDA** (60 minutes)

Quantum Leap [DATE] AGENDA

:00 - :05 Welcome

:05 - :10 Possibility of the Quarter, etc

:10 - :20 Team Business

:20 - :50 Distinction of the call – including breakout rooms

:50 - :55          Main Room Sharing - What did you get from today’s call?

:55 - :00 Completion

:00 After Call

**All Team Call Sample AGENDA** (90 Minutes)

Quantum Leap [DATE] AGENDA

:00 - :05 Welcome

:05 - :15 Possibility of the Quarter, etc

:15 - :25 Team Business

:25 - :70 Distinction of the call – including breakout rooms

:70 - :85          Main Room Sharing – What did you get from today’s call?

:85 - :90 Completion

:90 After Call