

Weekly Marketing Catch Up

Monday: 10:30-11:10

Location:

Attendees:

Objective:

- Keep in touch on all matters related to marketing
- Move things forward with a rhythm
- Provide a way to round up discussions and reduce ad hoc comms unless essential

Notes / documents for preparation: [Link] to be read in advance

Agenda:

- Overview of past week (5 minutes)
- Docs waiting on approval / review: (10 minutes)
- Update on specific campaign / project (10 minutes)
- Priorities for the next week (5 minutes)
- Actions (5 minutes)
- AOB / Questions (5 minutes)