



Meeting Title

SUB TITLE

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Meeting Welcome



Presenter

Content Director

Use the opening slide to lay out a brief who / what / why of the meeting. Introduce yourself, the main topic of the day, or the decision that needs to be made.



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Meeting highlights. Give a one sentence summary of the purpose of the meeting.

This overview or summary can serve as a touchstone throughout the meeting, keeping everyone on track. If you have some numeric goals to decide or to discuss, state them up front.

3

This is what we want to achieve today

 **30%**
+0.16 (2.16%)

 Presentation Results

 **92%**
+0.16 (2.16%)

 Summary Feedback

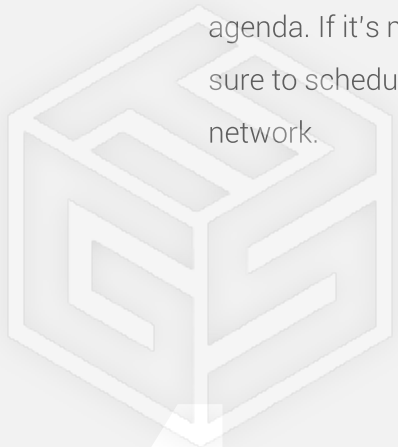
 **45%**
+0.16 (2.16%)

 Tactics Feedback

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Schedule

The more material you have to present, the more important it is to have a clear schedule or agenda. If it's more than two hours long, make sure to schedule breaks with opportunities to network.



4 Agenda

Keynote Presentation 01

Our main speaker for the day

Hello and welcome!

Introduction to the day

Agenda topic one

Agenda topic two

First session wrap-up

Seminar Break 02

Network with others

Reconvene

Second session opening panel

Agenda topic three

Agenda topic four

Meeting wrap-up; conclusions reached

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Agenda Timeline

AGENDA FOR THE DAY

14:00pm



Item One

Give a timeline to help keep the presenter and the attendees focused.

14:30pm



Item Two

Clarify which topics should take the most time.

16:00pm



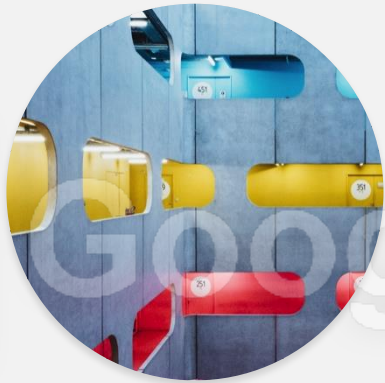
Item Three

A clear timeline reduces the risk that the last items on the agenda get overlooked.

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Meeting Goals

CLEAR AND CONCISE



Agree on X

Summarize the key goals on one slide, to remind everyone of the meeting's purpose.



Design Y

Adding a visual image for each goal will give attendees focal points to remember.



Solve Z

Make the goal as specific as possible. "Find a solution to zz" is more effective than "Discuss problem zz."



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Goals by Hour of Day

Aenean ac viverra neque. Maecenas ullamcorper turpis sed



Aenean ac viverra neque. Maecenas ullamcorper turpis sed



Aenean ac viverra neque. Maecenas ullamcorper turpis sed



Aenean ac viverra neque. Maecenas ullamcorper turpis sed



Aenean ac viverra neque. Maecenas ullamcorper turpis sed



If you have a long meeting, or a half day meeting write the goals to be achieved by which hour of the day. Replace this text with a summary of what should be achieved through the day.

Market

Aenean ac viverra neque. Maecenas ullamcorper turpis sed tellus vestibulum bibendum quam dictum venenatis ut ac diam

Planning

Aenean ac viverra neque. Maecenas ullamcorper turpis sed tellus vestibulum bibendum quam dictum venenatis ut ac diam

Communication

Aenean ac viverra neque. Maecenas ullamcorper turpis sed tellus vestibulum bibendum quam dictum venenatis ut ac diam

Analysis

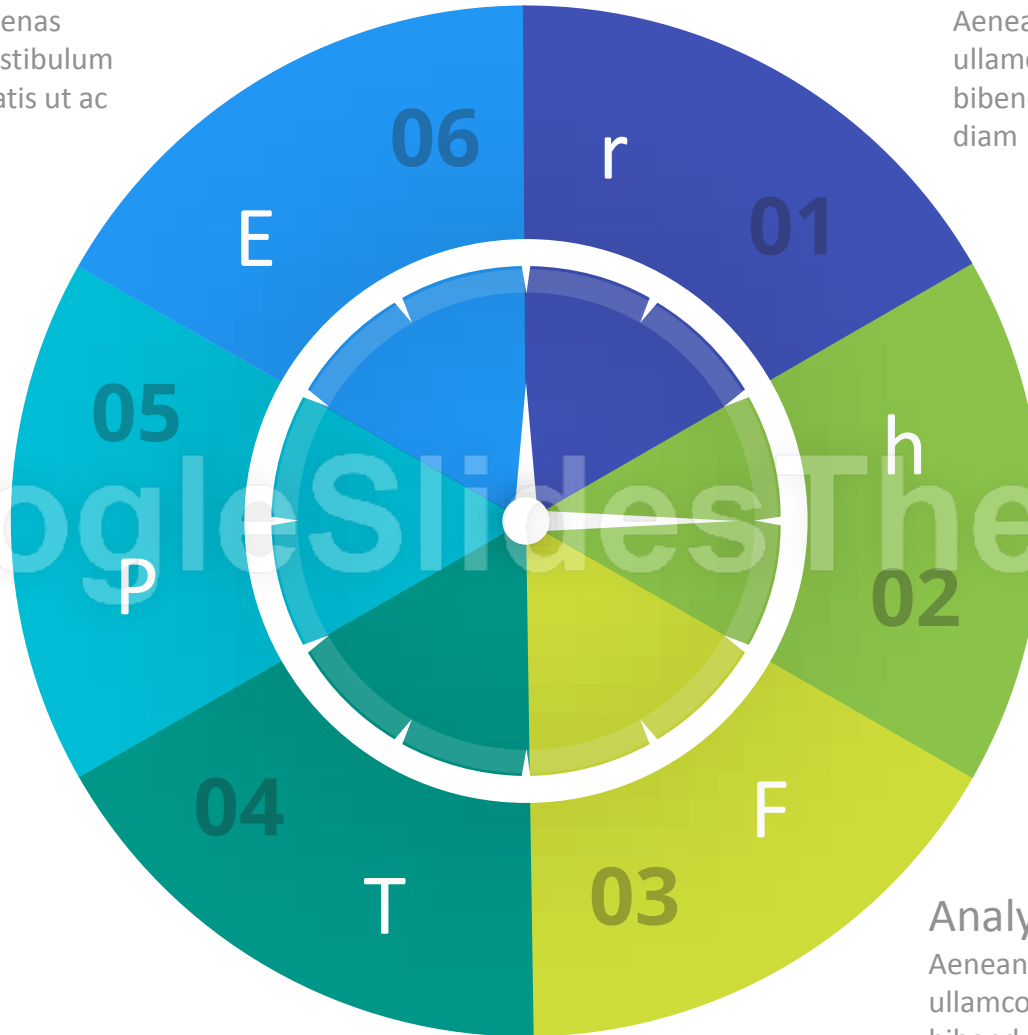
Aenean ac viverra neque. Maecenas ullamcorper turpis sed tellus vestibulum bibendum quam dictum venenatis ut ac diam

Recruitment

Aenean ac viverra neque. Maecenas ullamcorper turpis sed tellus vestibulum bibendum quam dictum venenatis ut ac diam

Contract

Aenean ac viverra neque. Maecenas ullamcorper turpis sed tellus vestibulum bibendum quam dictum venenatis ut ac diam



Seven Column Table

With smooth animations to enhance your story

	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
Row 01	500	200	150	230	210	120
Row 02	785	900	341	899	900	1000
Row 03	220	110	540	120	670	990
Row 04	238	957	832	172	877	980
Total	1500	25000	1200	3100	8000	9000

Very Large Column Table

With smooth animations to enhance your story

	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8
Row 01	500	200	150	230	210	200	500	120
Row 02	785	900	341	899	900	900	785	1000
Row 03	220	110	540	120	670	110	220	990
Row 04	238	957	832	172	877	957	238	980
Row 05	500	200	150	230	210	200	500	200
Row 06	785	900	341	899	900	900	785	900
Row 07	220	110	540	120	670	110	220	110
Row 08	238	957	832	172	877	957	238	957
Row 09	785	900	341	899	900	900	785	1000
Row 10	220	110	540	120	670	110	220	990
Total	1500	25000	1200	3100	8000	6700	2345	9000

Total – 150,987,500

Month						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
Start Your working name			End Your working name			
8	9	10	11	12	13	14
		Start Your working name				End Your working name
15	16	17	18	19	20	21
Start Your working name	End Your working name		Start Your working name			End Your working name
22	23	24	25	26	27	28
	Start Your working name					End Your working name
29	30	31	32	33	34	
		Start Your working name		End Your working name		

12 Feedback From Others

WHAT PEOPLE ARE SAYING



Samee Ullah
Designer



Quotes are memorable.



Samee Ullah
Designer



Highlight key stakeholder views.



Samee Ullah
Designer



Note positive views but also highlight key challenges.



Samee Ullah
Designer



Tie the quotes to the main agenda item/s.



Samee Ullah
Designer



Quotes can show the range of stakeholders affected by the issue under discussion.



Samee Ullah
Designer



Quotes can be used to illustrate the importance of the topic.

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STARTING POINT

1 What We Have

Give a clear summary of the current status.

[Learn more](#)

2 What Challenges Us

This allows everyone to start from the same page.

[Learn more](#)

3 The Costs

Keep the summary brief and focused on the key issues.

[Learn more](#)

FUTURE PLAN

1 Where We Want To Be

Give a clear summary of the ultimate goal.

[Learn more](#)

2 What We Have To Overcome

Be as specific as possible but also realistic.

[Learn more](#)

3 What We Need To Implement

Connect these points to the main issue of the meeting.

[Learn more](#)



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Meeting Members

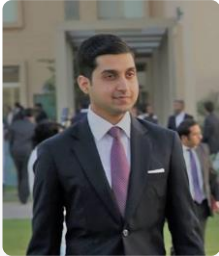
Useful reference if members do not know each other



Presenter
Marketing Director



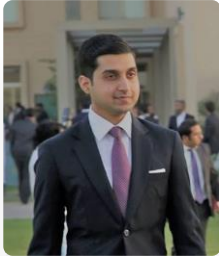
Presenter
Social Manager



Presenter
Support Manager



Presenter
SPY



Presenter
Search World Manager

External Stakeholders

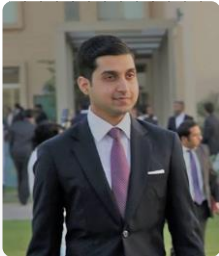
Remind everyone who is involved



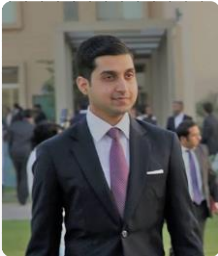
Presenter
Marketing Director



Presenter
Social Manager



Presenter
Support Manager



Presenter
SPY

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Agenda With Three Items



01

Item Name

A clean, simple agenda outline can be very effective.

02

Item Name

Make sure each topic has a name that really illustrates the issue to be discussed or the decision to be made.

03

Item Name

Items can be decisions to be made; information to share; or brainstorming and gathering opinions.

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Agenda With Four Items

01

Decision on X

If the meeting requires a series of decisions to be made, clarify them with specific agenda items.

02

Decision on Y

Decisions can be cumulative, with one feeding into the next; make sure the agenda follows a logical progression.

03

Decision on Z

Contentious decisions will need adequate discussion; set a time deadline to keep attendees focused.

04

Next Steps

Make sure there is a summary of decisions reached at the end of the meeting.



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Key Objectives & Results



01

Item

A longer meeting is likely to have many agenda items. Make sure they are all clearly listed to keep everyone on track.

02

Issue

Some issues may need to be presented now and decided upon at a later date; make sure everyone knows the decision timeline.

03

Decision

Decision items should be clearly stated, with some background on why the decision is important.

04

Item

If you are sharing information, give attendees the context on why they need this information.

05

Summary

The longer the agenda, the more important it is to give a brief summary at the end of decisions made and/or of next steps.

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Multi-Meeting Check-off List

Q

Item 1 [DONE]

A project overview keeps everyone on task

v

Item 2 [DONE]

Remind people of progress made

e

Item 3 [ACTIVE]

Remind people of ongoing tasks

h

Item 4 [ACTIVE]

Moving items from Active to Done will give a sense of accomplishment

W

Analysis 1 [DUE]

Be specific with details so people know what comes next

n

Analysis 2 [DUE]

Be specific with dates and deadlines

u

Item 5 [ACTIVE]

Update the check-off list before each meeting

@

Insight 1 [DONE]

Clarify milestones to keep people motivated

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Key Objectives & Results

Clients Added

63%



Accounts Converted

90%



Partners Reached

85%



Q

Expanding

Bullet point metrics are memorable

C

Accurate

Numeric values get your point across

W

Insightful

Highlight the most important metrics

C

Reliable

Show achievements and improvements

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Key Objectives & Results Summary

An overview slide is your chance to lay out the purpose of the meeting—why this issue is important to the company and what this meeting will achieve.

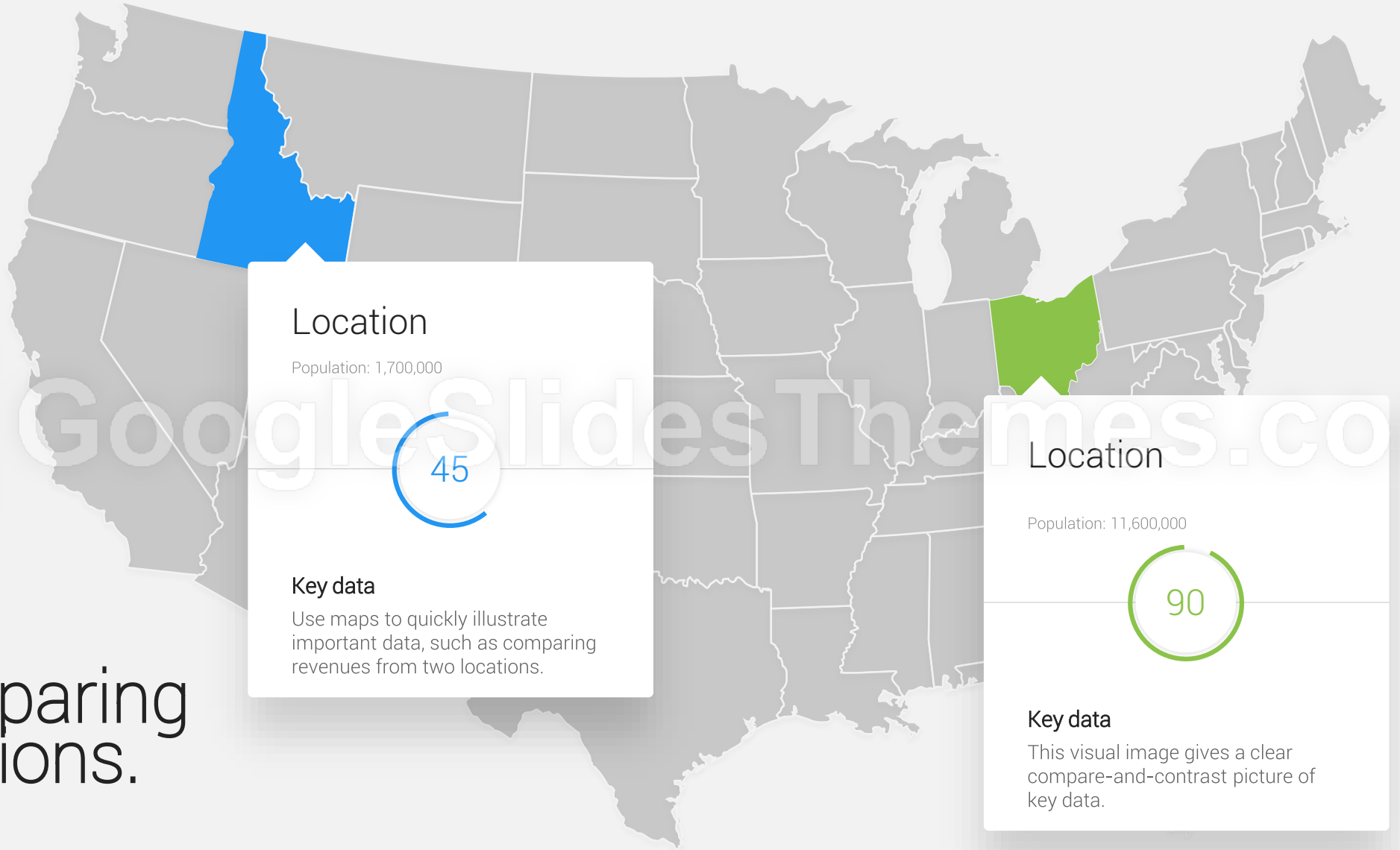
If you are providing information, give a high level overview that touches on the major points, but leave the details to later slides.





21

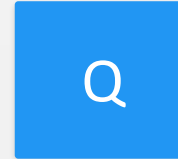
Comparing locations.



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Showcase a Product

A meeting demo can showcase a new product or offering. Highlight the key factors that make this product unique.



Clients

Show how the new service or product will benefit clients



Solutions

Describe how the new offering gives solutions to problems



Markets

Illustrate how the product will open up new markets



Scale

Demonstrate how the new service can be scaled in the future

22
Unique
Service
Offering

GoogleSlidesThemes.com

23 Comparing Products

PRICING AND SERVICES

Basic

Introductory rate

\$0

Forever

- Use columns
- Keep bullets short
- Highlight key features

Start Today

Professional

For startups and smaller firms

\$10.⁹⁹

Per month

- Everything in Basic and...
- Compare across columns
- Show how products vary
- Highlight benefits to users

Start Today

Business

Enterprise-grade support

\$20.⁰⁰

Per user month

- Everything in Professional and...
- Add service points
- Highlight problems solved
- Highlight unique offerings

Start Today



Break Time

15 Minutes

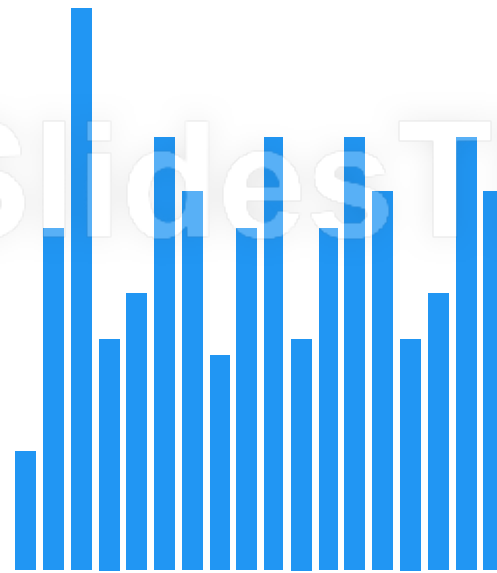
Keep attendees motivated with scheduled breaks: tell them to stretch, move around, even run in place!

Visual Presentation of Data

The best way to present data, particularly contrasting series like contracts vs. revenues, is with a visual graphic. Attendees can grasp the story shown in a chart much easier than one shown in a dry table of numbers.

TOTAL CONTRACTS

4,699

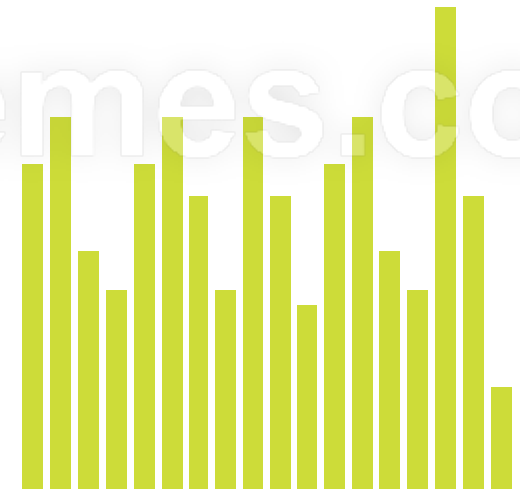


12 TODAY

24 PER YEAR

TOTAL REVENUES

1,552



12 TODAY

24 PER YEAR

25
Use Graphics
For Data