

Online Marketing

Monthly Meeting Agenda

[Read Instructions](#)

Tasks Accomplished Since Last Meeting

Task	Discipline	Hours Projected	Hours Actual
Task (example)	SEO	0	0

Reporting - Leads or Sales

	SEO	Paid Media	Social Media
E-commerce Sales			
Phone Calls			
Form Fills			
Chats			
Downloads			
Video Views			
Total			
Total Cost			
Cost Per Lead			

Tasks Planned for This Month

	Discipline	Hours Projected	Target Date
Task	SEO	0	01/01

Company Successes

- 1.

Company Challenges

- 1.

Company Changes

- 1.

Outstanding Deliverables

	Who	Ask Date	Due Date
Deliverable	Agency	01/01	01/01