Agenda:
Electronic Meeting

1. **Electronic Meeting**

1. Have you heard of electronic meeting before today? If so, how did you hear about them?
   1.1. No, I am just learning about it now...
   1.1.1. let's explore further
   1.2. I never heard for this before. Very interesting though!
   1.3. No

2. How could electronic meeting be a useful tool for your business?
   2.1. Brainstorming issues
   2.1.1. What issues do you see?
   2.2. I don't have to type up meeting minutes
   2.2.1. Then how do you get the minutes?
   2.2.2. There is a meeting report after the meeting
   2.3. Mission planning.
   2.3.1. This helped us identify company goals.