

## 4.5: Second in-class meeting

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### Setting the stage

You already decided on your company name, what your company does, and a logo. As employees of [insert your company name here], you will create an agenda, conduct a meeting, and create the meeting minutes in class today.

### Purpose of the meeting

Select two (2) countries that would be good candidates for your company's expansion.

### Activity

1. Create an agenda for your 10-min meeting. Include the purpose statement and who is taking on which one of these roles:  
Facilitator, Recorder, Timekeeper, Includer
2. Hold your meeting. Consider what your product is and where in the world your target market is.
3. Deliver your two (2) country choices to the Chair of the Board [your instructor]. S/he will inform you which one of the two countries you will expand to (no duplications)
4. Create meeting minutes.

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Tip: allow a full 90-minute class meeting, if possible in a computer lab

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