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- Log the outline of an upcoming meeting or phone conference, and give the address out to participants.
- Make links out to separate pages detailing issues as needed.
- Update the agenda before the meeting, or on the fly during the meeting as new discussion points come up.

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### **Project Widget Planning Meeting**

January 13, 2004

Call-in number: 512-555-1212

- [Widget Product Questions](#) - Bob
- [Widget Performance Standards](#) - Akash
- [Widget Production Issues](#) - Janice

...a Workspace can also help you with [project plans](#)...