

Back: Conversations

- 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.

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...