



Daily Meeting Planner & Agenda

Location: _____ Shift: _____ AM / Mid / PM
Date: ____ / ____ / ____ MOD: _____

Yesterday's Results and Today's Goals

Yesterday's Sales : _____ + / - Yesterday's Goal : _____
Today's Goal : _____ LY Sales : _____
Comments : _____

Yesterday's Highlights

Safety : _____

Today's Objectives

Sales : _____

Operations : _____

Special Events : _____

Notes

Who's Here

