

From: Keiko Hayashi
To: All marketing staff
Subject: June 20 quarterly meeting

Dear All,

This is to inform you that a quarterly marketing meeting has been scheduled for June 20, 1-3 p.m. in Conference Room B.

The main purpose of this meeting is to review our accomplishments for this quarter and set new targets for the next. The agenda for the meeting follows:

- Presentation of reports
- Discussions regarding this quarter's marketing campaigns
- Goal setting for the next quarter
- Strategy building for the Electronics Tradeshow

I request that each attending member prepare a marketing report for their account for this quarter, in addition to other relevant data, if any.

As attendance at the meeting is mandatory, please arrange your schedule in advance.

Best regards,

Keiko Hayashi
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