

SkloverWorkingWisdom™ - Model Agenda Memo  
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**[This is the Model Meeting Agenda We Regularly Adapt  
for Our Meetings and Calls; You can do the Same.]**

**To:** Mitronics Sales Team Members  
**Fr:** Harvey Denton, SVP, Revenue  
**Dt;** August 13, 2025  
**Re:** Advance Notice of Upcoming Special Meeting –  
Introduction of New Revenue Attribution Software

Sales Team Members,

This is to let you know that a Special Meeting will take place next month. Your attendance is strongly suggested, as your future Revenue Attributions will be affected.

**Meeting Date:** September 24, 2025  
**Start Time:** 3:00 PM (Pacific Time)  
**End Time:** 4:00 PM (Pacific Time) – Hard Stop  
**Platform:** Microsoft Teams (Invites to be Sent on or about Sept. 10)  
**Attendance:** Strongly Suggested (Distribution List Attached)  
**Confidential:** No  
**Later Viewing Available:** Yes  
**Distribution List:** Attached

- A. **PURPOSE:** Roll Out of New Digital Revenue Attribution System (“DRAS”)
- B. **AGENDA:**
  - 1. System Intro – Bart Donofrio, IT Manager 15 mins.
  - 2. Revenue Attrib’n Changes – Marla Dening, Comp. Dir. 10 mins.
  - 3. Most Common Errors – Their Consequences to You 20 mins.
  - 4. Q&A – All Participants 15 mins.(Hard Stop)
- C. **SUGGESTED AGENDA MODIFICATIONS?:** Please submit as soon as possible.
- D. **POST MEETNG SUMMARY:** To be Distributed by Sept. 30.
- E. **FINAL DECISIONS on System Rollout:** Anticipated no later than October 10.
- F. **ACTIVATION DATE:** January 1.

Please insert this date and time into your Calendars.  
THANK YOU, in Advance, for making this a PRODUCTIVE, EFFICIENT, MEANINGFUL MEETING.

Harvey

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