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| Meeting Agenda |
| |  |  |  | | --- | --- | --- | | Development Team | 12/10/24 |  | |

**Note: This document should be filled and shared with the Development Team whenever a meeting is requested with the team.**

**Kindly fill the table below:**

|  |  |
| --- | --- |
| Meeting Purpose |  |
| Meeting Preferred Language |  |
| Meeting Date & Time |  |
| Meeting Estimated Time |  |
| Tool Name |  |
| Client Name (Only fill this if the meeting for potential client) |  |
| Client’s Website Link (Only fill this if the meeting for potential client) |  |
| Comments |  |

**Note: Please fill the below parts only if the meeting purpose is demo of the i-Desk or the Chatbot**

**i-Desk Part:**

Kindly select all the required features to be shown or discussed during the meeting:

Voice.

SM.

Chatbot.

Ticketing.

Emails.

Live Chat.

Integrations & System APIs.

All.

Kindly only select from the below if you selected (SM) in the previous part:

Facebook.

X (Twitter).

WhatsApp.

Instagram.

LinkedIn.

Google Reviews.

YouTube.

WeChat.

Telegram.

**Chatbot Part:**

Kindly select all the required features to be shown or discussed during the meeting:

WhatsApp Features.

Facebook Messenger Features.

Chatbot.

Live Agent Chat.

API Feature.