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

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**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.