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| Meeting Agenda |
| |  |  |  | | --- | --- | --- | | Ehab Abed | 12/31/24 |  | |

**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 | To provide a live walkthrough of the new mailer features with Monshaat and answer any questions they have. |
| Meeting Preferred Language | Arabic |
| Meeting Date & Time | 31-12-2024 2:00 PM |
| Meeting Estimated Time | 1:00 HM |
| Tool Name | I-Desk |
| 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.