<u>Sales Meeting Check List 10-15 min</u>

1) Previous day's activities
    a. Lost Deals-**Do we have notes in the system?**
    b. OAC's- Where are we at via Finance Dept.
    c. Orders Taken-<u>Quick note on customer and vehicle</u>.
2) New Used Inventory
    a. What came in yesterday "New Inventory" (**Quick recap on what we took in on trade**)
    b. What is coming on future deals (**Doesn't need to be discussed daily**)
3) New Car inbounds (<u>BDC Can make the list available to the product specialist</u>)
    a. G Status Changes (**Did a vehicle come in?)**
    b. F Status Changes (**Weekly updates not every day**)
4) Calendars (**BDC Responsibility**.)
    a. How are we doing? (<u>BDC Can provide a list once every 2 weeks for Product specialist to determine if lead is still active</u>.)
        i. Overdue tasks
        ii. Closing tasks
    b. Other BDC Agents leads we need to address
5) Manager's Special Time
    a. Training
    b. Success Story's '
    c. Business that needs to be addressed