



#	Item	Start	Preset	Duration	Private Notes	Prod Notes	Audio	Video	Lights	Images
0	NOTES Week: 13 Topic: Quarterly Updates Room Setup: Standard Town Hall Remote Prez Special Cues: Highlight Reel								Stage Dark	
1	Walk in	3pm								
2	Welcome & Applause	3pm		01:00			Lav 1 Room Mic	Welcome Loop	Single Presenter	
3	Acknowledge Remote Attendance	3:01pm		01:00			Lav 2		FOH	
4	Announcements	3:02pm		02:00			Lav 1		Single Presenter	
5	Highlight Reel	3:04pm		02:00			Sys Audio	2020.13 - AH.mp4	Stage Dark	
6	Development		08:00							
7	Retro	3:06pm	08:00	03:00			HH 1	Slides 1-3	Single Presenter	
8	KPIs	3:09pm	05:00	02:00				Slide 4		
9	Coming Up	3:11pm	03:00	03:00				Slides 5-6		
10	End of Session		00:00							
11	Marketing		08:00							
12	Retro	3:14pm	08:00	03:00			HH 2	Slide 7-9	Single Presenter	
13	KPIs	3:17pm	05:00	02:00				Slide 10		
14	Coming Up	3:19pm	03:00	03:00				Slide 11-12		
15	End of Session		00:00							

#	Item	Start	Preset	Duration	Private Notes	Prod Notes	Audio	Video	Lights	Images
16	Sales		08:00							
17	Retro	3:22pm	08:00	03:00			HH 1	Slide 13-15	Single Presenter	
18	KPIs	3:25pm	05:00	02:00				Slide 16		
19	Coming Up	3:27pm	03:00	03:00				Slide 17-18		
20	End of Session		00:00							
21	Customer Support		08:00							
22	Retro	3:30pm	08:00	03:00			HH 2	Slide 19-21	Single Presenter	
23	KPIs	3:33pm	05:00	02:00				Slide 22		
24	Coming Up	3:35pm	03:00	03:00				Slide 23-24		
25	End of Session		00:00							
26	Operations		08:00							
27	Retro	3:38pm	08:00	03:00			HH 1	Slide 25-26	Single Presenter	
28	KPIs	3:41pm	05:00	02:00				Slide 27		
29	Coming Up	3:43pm	03:00	03:00				Slide 28-29		
30	End of Session		00:00							
31	Finance		08:00							
32	Retro	3:46pm	08:00	03:00			HH 2	Slide 30-31	Single Presenter	
33	KPIs	3:49pm	05:00	02:00				Slide 32		
34	Coming Up	3:51pm	03:00	03:00				Slide 33-34		

#	Item	Start	Preset	Duration	Private Notes	Prod Notes	Audio	Video	Lights	Images
35	End of Session		00:00							
36	Buffer / Padding			06:00				Slide 35	Lx 0	
37	End of Meeting	4pm								