

Yoko: OK, it looks like we've covered everything on the list. Before we wrap it up, let me just quickly go over what we've decided: the launch date for our new product will be September 15; we'll run ads in all major tech-related magazines and possibly on TV, depending on the cost; we'll do an online ad campaign starting mid-August; and we'll host a ceremony with a guest list of 150-200 on the day of the launch. Does anyone have anything to add?

[looks around]

Yoko: I guess that'll be all for today, then. Tom will email you the minutes by tomorrow. Oh, and one more thing: I'd like to have the next meeting on Thursday next week, from 10 a.m. in this same room. Does that work for everyone?

[looks around]

Yoko: Great. I'll send out the agenda by the end of the week. Thank you all for attending. The meeting is adjourned. Don't forget to put all the tables and chairs back in their original positions on your way out.