# **MEMORANDUM**

**To:** Marketing Division

**From:** Bob Smith

**Date:** February 19, 2018

## Subject: Date change for strategic planning session

This is to remind the division that the March 16 strategic planning meeting has been changed to March 23. The 3 p.m. start time and large conference room location remain unchanged.

### Agenda

* Revising the company mission
* Establishing objectives
* Answering key questions

If you will be unable to attend on March 23, please notify me ASAP.

Best,

Bob