

Timeline of the meeting:

Segment	Time allowed	Resource
Introduce team members and agenda of meeting. Verify that all participants have materials. Answer questions. Introduce next speaker.	2 minutes	Team Member 1
Explain -Step by Step Email Folder Creation Answer questions on folder creation Introduce next speaker.	5 minutes	Team Member 2
Explain -Step by Step Filter Creation		Team Member 3
Explain -Step-by-step Rule Creation Introduce next speaker.	5 minutes	Team Member 4
Wrap up Phase – Summary of Topic	3 minutes	Team Member 5
Time keeper		Team Member 1
Facilitate Q and A	5 minutes	Team Member 5