Team Meeting

July 21st / 10:00 AM / CONFERENCE ROOM

# Attendees

* **Financial Analyst**
* **Fulfillment Director**
* **Human Resources Specialist**
* **Quality Assurance Tester**
* **Customer Service Manager**
* **IT Specialist**
* **Inventory Manager**
* **Training Manager**

Purpose and Expectations

To review and provide insights to the feedback of our customer satisfaction with the product and the service survey.

# Agenda

## Topic #1: Delivery Timelines

* **Topic #2:** **Product Quality**
* **Topic #3:** **Customer Support**

# Notes

# Action Items