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

discuss survey insights, solicit feedback, and discuss your proposed next steps.

# Agenda

## Topic #1: How to reach better on-time deliveries and made customers overwhelmingly prefer deliveries before normal business hours and early in the day.

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* **Topic #2:** How to increase the satisfaction level of support from customer
* **Topic #3:** How to improve live chat service for customers

# Notes

# Action Items