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

On the back of the survey we have identified key data points we would like to discuss such as the survey insights, solicit feedback from yourselves, and discuss the proposed next steps.

# Agenda

## Topic #1: Improve our on-time deliveries to meet our target

* **Topic #2:** Improve Product Quality
* **Topic #3:** Customer support - integration of live chat option

# Notes

# Action Items