Team Meeting

July 21st / 10:00 AM / CONFERENCE ROOM

# Attendees

Financial analyst

Fulfillment director

Human resource specialist

Quality assurance tester

Customer service manager

IT specialist

Inventory Manager

Training Manager

Purpose and Expectations

This meeting is aimed at addressing the observed results from the survey done and detail out ways to improve and maximize the gains concerning software failures, live chat options, and detailing morning deliveries

# Agenda

## The need for thorough and continous testing of all software applications by the Quality assurance team.

* Short update on all office green software applications and noted ways for improvement with Training manager, IT Specialist and Quality assurance tester
* The need to improve focus on live chat support
* Informal discussion with the core team as a whole
* How to successfully achieve detailing morning deliveries
* Brainstorming with the inventory manager, Human resource specialist, fulfillment director

# Notes

# Action Items