## PREPARATION What went well? What went poorly? AND Where did we have problems? What should we keep doing? MAINTENANCE What was frustrating to us or others? What should we celebrate? OF ZOHO BOOKS Where did we make progress? What held us back? FOR FRESH GUIDE CATERING gives pleasure, comport need etc. epecially support the activity of providing you might giving what food and catre to your is desire bringing him drink are needed someone with catering experings what they can list it on a reumpe by wanted discriping they are experience. catering to be. managing a staff,handiling commericial. he made it possible for the industry to perzonalize What ideas do you have? How should we take action? What ideas do you have for future work together? What do you believe we should do next? Where do you see opportunities to improve? What specific things should we change? What should extend beyond this meeting? What has untapped potential? See an example