**MITS REPORT 19TH-23RD AUGUST**

**Commercial Support Activities:**

* Assisted the CRM desk with the signing of order forms.
* Took minutes for all departmental meetings.
* Managed the bid process and submitted the report to the CCO.
* Oversaw the CCO's calendar and provided support for all related activities.

*Note:* The commercial team did not conduct a brainstorming session this week.