

Minutes of Meeting

November 19, 2024

Attendees: John, Steve, Sam, Julie

1 Sam's Minutes

Luca Spiteri (Steve)

1.1 Action Items

First 48 Hours - Meeting with Steve; business vision and current actions

- Meeting with the team; establish rapport
- Begin analyzing the current state of the business

First Week - Team Meetings; understand challenges and ideas

- Observe the day to day sales physical in stores
- Identify minor adjustments, not too many changes

First Month - Short-term goals; measurable goals

- Meetings with Computer Engineering department, celebrating successes to create unity

First 6 Months - Develop Talent as proposed to Steve; - Streamline operations on the already established system

First Year - Self development in the business acumen as discussed with Steve

- Openness and transparency with board meetings

1.2 Discussion

- Steve asked how Sam will balance consulting the team and making final decisions without delay.
- Sam plans to use a democratic leadership approach, involving the team in decision-making to drive enthusiasm and morale.
- Ultimately, Sam will make the final decision, considering the team's input.
- Julie inquired about maintaining ongoing communication.

- Sam's 6-month plan includes setting up a talent team to guide decisions with market insights.
- Steve questioned how Sam will maintain company culture.
- Sam believes his people skills align with the company culture and plans to develop his business acumen further.
- Sam and Julie discussed how they could handle the departmental meetings. Even delegating some weeks to departmental heads that could report back to them.

1.3 Requests

- Funding for the talent team.
- Steve stated that this would be a investment worth looking into.
- Possiblilty to expand into online stores.
- John states that in this time of change it would be a good idea to look into this.

2 John's Minutes

Graham Pellegrini (Sam)

3 Steve's Minutes

Bahne Thiel-Peters (Julie)

3.1 Action Items

3.1.1 First 48 Hours

- Familiarize with the company culture and structure.
- Meet key personnel and establish rapport.
- Identify immediate operational issues requiring attention.

3.1.2 First Week

- Familiarize with the company culture and structure.
- Meet key personnel and establish rapport.
- Identify immediate operational issues requiring attention.

3.1.3 First Month

- Implement a formal review system to track divisional progress.
- Introduce any necessary structural adjustments.
- Conduct regular meetings with Sam and Julie to clarify responsibilities and foster open communication.

3.1.4 First Six Months

- Set measurable milestones for Sam and Julie with a focus on outcomes.
- Facilitate team-building activities to encourage collaboration across departments.
- Closely monitor performance and provide guidance to align divisional efforts with company objectives.

3.1.5 First Year

- Review progress toward strategic objectives and make necessary adjustments.
- Conduct a formal evaluation of Sam and Julie's leadership, incorporating feedback from their teams.

3.1.6 First Two Years

- Ensure divisions have sustainable growth strategies and clearly defined goals.
- Introduce initiatives to reward cross-departmental collaboration, supporting long-term stability.

3.2 Discussion

3.2.1 Steve's Plan

- Emphasis on building rapport and understanding team dynamics.
- Long-term focus on sustainability and collaboration across divisions.
- Monitoring strategy praised for balance and structure.

3.2.2 Critiques

- John Expressed concern over potential delays in immediate outcomes due to mediation-centric approaches.
- Julie suggested considering additional metrics in the scorecard for dynamic business environments.

3.3 Requests

3.3.1 From Steve:

- Approval to introduce structured team-building initiatives within the first six months.
- Feedback on the proposed balanced scorecard metrics and inclusion of qualitative KPIs.

3.3.2 From Sam and Julie:

- Agreement on clear boundaries for resource use, including meeting room allocation.
- Support for resolving overlapping operational areas to reduce tension.

3.3.3 From John:

- Comprehensive evaluation of Sam and Julie at month 12 to determine leadership capabilities.
- Proposal for a mid-year check-in to assess Steve's performance as CEO.

4 Julie's Minutes

Phileas Barome (John)