

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)

2.1 Action Items

- **First 48 Hours:**
 - Assess Julie and Sam's performance metrics for their respective divisions, focusing on immediate team feedback to address concerns about leadership styles.
 - Request a summary of divisional goals from Steve, highlighting alignment with CompChimp's long-term strategic vision.
- **First Week:**
 - Convene a meeting with Julie to discuss her team's feedback and explore methods to incorporate team input into her decision-making process while maintaining agility.
 - Hold a similar session with Sam to encourage more confident, independent decision-making while retaining his collaborative approach.
 - Review Steve's quarterly report outlining progress in mentoring Julie and Sam.
- **First Month:**
 - Implement anonymous surveys across both divisions to gauge employee morale, satisfaction, and engagement levels.
 - Establish quarterly leadership workshops for Julie and Sam, focusing on transformational leadership and conflict resolution skills.

- **Six Months:**

- Review division performance metrics, including sales growth, product innovation timelines, and employee retention rates.
- Conduct a mid-year evaluation of Steve’s mentorship impact on Julie and Sam’s readiness for increased responsibilities.

- **One Year:**

- Present a detailed evaluation of Julie and Sam’s leadership development and performance at the annual board meeting.
- Facilitate discussions on the succession plan, including the possibility of promoting one of them to CEO while retaining mentorship from Steve.

2.2 Discussion

- Steve acknowledged Julie’s decisiveness but emphasized the need for her to engage her team more to maintain morale and encourage innovation.
- He suggested that Sam focus on setting clear boundaries for consultation and decision-making to strengthen his leadership presence.
- Sam highlighted that Julie’s directive style might lead to long-term resistance among her team members, which could affect productivity.
- He proposed that she consider delegating decision-making authority in areas where team members excel.
- Julie pointed out that Sam’s consultative style could delay decisions critical to sales momentum. She encouraged him to balance input with timely action.
- She recommended that he practice making smaller, independent decisions to build confidence.
- Introduce a peer mentorship system between Sam and Julie, allowing them to learn from each other’s strengths and address weaknesses collaboratively.
- Assign trial projects requiring both decisive action and team collaboration to refine their leadership approaches.

2.3 Request

- Approve funding for quarterly leadership workshops tailored to developing Julie and Sam’s transformational leadership capabilities.
- Allocate resources for anonymous team surveys to track morale and engagement consistently.
- Extend Steve’s mentorship role for an additional year to guide Julie and Sam through their leadership transition, with a performance review at month 18 to decide on future senior management structures.

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)

4.1 Action Items

4.1.1 First 48 Hours

- Meet Key Team Members.
- Review Current Projects and Finances.
- Identify Immediate Risks and Opportunities

4.1.2 First Week

- Introduce *weekly standup meetings* to get to know peoples strengths and characteristics.
- Set team expectations and define goals.

4.1.3 First Month

- Address initial inefficiencies discovered in the first week.
- Draft a basic roadmap for expanding the engineering division's offerings.
- Work closely with Sam's team in Computer Sales to identify areas where the Engineering Division can support increased sales or product offerings.
- Build Team Morale by starting events after the work or on weekends.

4.1.4 First Six Months

- Launch a New Tech Innovation Hub within the Division, to introduce new technologies.
- Rethink and eventually refine Division Structure and Roles.
- Monitor Performance Closely. What's with the previously made goals from the last months?

4.1.5 First Year

- Review steps from the first half year.
- Solidify Division Strategy and Vision: Develop a long-term strategy for the Computer Engineering Division.
- Implement Key Structural Changes: Formalize and optimize the organizational structure within the division - clear reporting lines and job descriptions.

4.2 Discussion

- Sam criticized Julie's leadership, highlighting her challenges with social interactions as a potential obstacle to effective team management.
- John stressed the need for Julie and Sam to collaborate to align their divisions.

4.3 Requests

- Request *funding for research and development*, enabling the Engineering Division to stay competitive and expand into new areas.
- Request *support for training programs* or hiring additional staff with specialized skills.
- Request board approval for organizational changes to support team growth.