

# 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)

### 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.