



# Team Meeting

**July 21st / 10:00 AM / CONFERENCE ROOM**

## Attendees

Financial Analyst

Fulfillment Director

Quality Assurance Tester

Customer Service Manager

IT Specialist

Inventory Manager

Training Manager

## Purpose and Expectations

We are gathering to celebrate the completion of our first milestones and to discuss the continuous improvements to our delivery system and customer service. Each speaker will have 10 minutes to present their case with an extra 5 min for questions, and we will leave 15 min for final discussion and conclusions.

## Agenda

- **Topic #1:** Plant Pals Milestones completion for equipment and installation of software – engagement reviews and brief discussion in charge of the IT specialist
- **Topic #2:** A review of test batches of Plant Pals – brainstorming session for ideas on how to hit 95% delivery times and to improve quality standards in our products
- **Topic #3:** Customer service support – discussion on the next service implementation for plant care support

## Notes

- Customer Survey results available [here](#)

## Action Items

1.