**MINUTES OF THE OFFICE MEETING HELD ON THE 14/12/2021 AT THE DETRIX OFFICE**

**Members Present**

Amos Matunda

John Njogu

Anita Muhati

Naftaly Wanjau

Erick Kibagendi

Brollyne Sande Wanzala

Stella Wanjiku

Anthony Mburu

Agenda of the meeting

* Update & Review.

The meeting started at 7:34 am

**MIN 001/12/2021; TARGETS PER DAY**

The meeting started with a word of prayer from Maureen.

We discussed that each team should close a minimum of 4 jobs a day to increase output.

Technicians agreed to be reporting to work early and make sure they haven’t rescheduled any client and closing time adhered

We also discussed that they should give correct updates and ask for jobs cause their performance is low, they agreed to make sure they have done a lot of work by the end of the day.

Anthony also compared their expenses and cash billed they result want satisfactory they agreed to try their level best

**MIN 002/12/2021; FACTOR AFFECTING GUZZER TECHNOLOGIES**

Teams complained that dispatch were giving a lot of false updates and not giving them installs but a lot of service calls which is causing them a lot of time troubleshooting .kindly look into this

They also complained that sites given to them are being given to other subcontractors kindly look into this

**MIN 003/12/2021; Materials**

Gpon team requested for a new cleaver to enable their work to be more efficient

They also need materials for their sites and they keep borrowing from other sub-contractor if ts possible kindly approve for this materials ;

* Steel Tape
* Fishing rod
* Insulation tape

**MIN 004/12/2021; Any Other Business**

Wanjau reminded the technicians to send mileage on time as they get out of the office

Erick and Brollyne requested for offs during the weekend .