

## **Meeting Minutes**

**Date:** March 29, 2024

**Time:** 9:00 AM - 10:00 AM

**Location:** Conference Room B

### **Attendees:**

1. Michael Scott (Chair)
2. Dwight Schrute
3. Jim Halpert
4. David Wilson
5. Andy Bernard
6. John Davis
7. Kevin Malone
8. Oscar Martinez

### **Agenda Items:**

1. Review of Previous Meeting Minutes
2. Project Updates
3. Discussion on Employee Engagement Initiatives
4. Any Other Business
5. Next Meeting Date and Time

### **Meeting Proceedings:**

1. **Review of Previous Meeting Minutes:**
  - Chair of the meeting, called the session to order and welcomed all attendees. The minutes from the previous meeting held on March 15, 2024, were reviewed.
  - Michael Scott moved to approve the minutes, and Dwight seconded the motion. The minutes were unanimously approved.
2. **Project Updates:**
  - Each department head provided updates on ongoing projects:
    - Marketing: Kevin Malone reported on the progress of the new advertising campaign, highlighting a significant increase in social media engagement.
    - Sales: Andy Bernard presented the latest sales figures, noting a slight dip in sales for the current quarter but expressed confidence in meeting targets by implementing new strategies.
    - Product Development: Oscar Martinez updated the team on the development of the upcoming product launch, stating that the project is on track for the scheduled release date.
3. **Discussion on Employee Engagement Initiatives:**

- Jim Halpert led a discussion on implementing new initiatives to enhance employee engagement and morale within the company.
- Ideas discussed included organizing team-building activities, wellness programs, and recognition schemes.
- Action Item: A subcommittee consisting of Dwight Schrute, Kevin Malone, and Andy Bernard was formed to further explore and implement these initiatives.

**4. Any Other Business:**

- Michael Scott opened the floor for any additional topics or concerns.
- David Wilson raised a concern about communication channels between departments and suggested regular cross-departmental meetings to improve collaboration.
- Action Item: Oscar Martinez agreed to schedule quarterly cross-departmental meetings starting next month. Jim Halpert will discuss about CS2107{Ju\$7\_a\_Pr3sen7ation\_pptx\_pDf}

**5. Next Meeting Date and Time:**

- The next meeting was scheduled for April 12, 2024, at 9:00 AM in Conference Room B.

**Adjournment:** The meeting was adjourned at 10:00 AM by Michael Scott, thanking all attendees for their participation and contributions.

WHERE IS PAGE 2?

