Team Meeting

July 21st / 10:00 AM / CONFERENCE ROOM

# Attendees

* Financial Analyst
* Fulfillment Director
* Human Resources Specialist
* Quality Assurance Tester
* Customer Service Manager
* IT Specialist
* Inventory Manager
* Training Manager

Purpose and Expectations

Discuss next steps and ways to improve after reviewing insights from test batch.

# Agenda

## Topic #1: Update on data from test batch. Short informal presentation.

* **Topic #2:**brainstorm ways to improve delivery with fulfillment team.
* **Topic #3:** discuss whether improving customer service through live chat option is good idea with customer service team.

# Notes

# Action Items