



Team Meeting

June 15th / 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

The purpose of the meeting is to discuss three major issues concerning product quality, delivery timelines, and customer support that we have after the survey of test shipment; to find the ways to make improvements to later test shipments and project launch.

Agenda

- **Topic #1:** On-time deliveries improvements
- **Topic #2:** Customer service software improvements
- **Topic #3:** Live Chat Support

Notes

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Action Items

- 1.