

Annotated Meeting Agenda

**Flight West Airlines
New Haven, Connecticut
112 - 3535 Evergreen Way 06427
August 22nd, 2018**

In attendance: J. Baird, D. Cowan, G. Mackenzie, M. Fattah, L. Suriyah

- I.** 9:00 am — Call to order and welcome: J. Baird
- II.** 9:05 am — Recap of previous minutes: D. Cowan
- III.** 9:15 am — Updates/Announcements: M. Fattah
- IV.** 9:30 am — New business: J. Baird
 - A. Introducing new in-flight policies and distribution
 - 1. Quicker turnaround times
 - 2. Updated rules and regulations
 - 3. Crew structure
 - 4. Safety and security
 - B. Incoming audit and assessment
 - 1. What to expect
 - 2. Timeframe
 - 3. Reports deadline
 - 4. Review submissions
 - C. Quarterly review
 - 1. Profits
 - 2. Margin of error
- V.** 10:30 — Closing remarks and coffee: J. Baird