



Team Meeting

March 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

This meeting is to discuss about feedback on product quality, delivery timelines and customer support. Please be prepared to brainstorm to get ideas on how to improve before real 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.