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

# Action Items