

Meeting Minutes

Date: March 29, 2024

Time: 9:00 AM - 10:00 AM

Location: Conference Room B

Attendees:

1. Michael Scott (Chair)
2. Dwight Schrute
3. Jim Halpert
4. David Wilson
5. Andy Bernard
6. John Davis
7. Kevin Malone
8. Oscar Martinez

Agenda Items:

1. Review of Previous Meeting Minutes
2. Project Updates
3. Discussion on Employee Engagement Initiatives
4. Any Other Business
5. Next Meeting Date and Time

Meeting Proceedings:

1. **Review of Previous Meeting Minutes:**
 - Chair of the meeting, called the session to order and welcomed all attendees. The minutes from the previous meeting held on March 15, 2024, were reviewed.
 - Michael Scott moved to approve the minutes, and Dwight seconded the motion. The minutes were unanimously approved.
2. **Project Updates:**
 - Each department head provided updates on ongoing projects:
 - Marketing: Kevin Malone reported on the progress of the new advertising campaign, highlighting a significant increase in social media engagement.
 - Sales: Andy Bernard presented the latest sales figures, noting a slight dip in sales for the current quarter but expressed confidence in meeting targets by implementing new strategies.
 - Product Development: Oscar Martinez updated the team on the development of the upcoming product launch, stating that the project is on track for the scheduled release date.
3. **Discussion on Employee Engagement Initiatives:**