



Team Meeting

February 24th / 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 talk about customer satisfaction with the goods and services. The survey's findings identified three key problems with product quality, delivery schedules, and customer assistance. We want to talk about these conclusions, get input, and go through your suggested next actions. By the end of the meeting, we hope to have reached a conclusion and made a choice.

Agenda

- **Topic #1:** Discuss the insight of the survey - product and the service.
- **Topic #2:** Solicit feedback.
- **Topic #3:** Ideas and proposed next step.

Notes

- To discussed on the next action item i.e to do a satisfaction survey again etc.

Action Items

1. To provide all the data related to the survey.
2. Future planning to avoid unnecessary delays.