



Meeting Date: 1-13-23

Agenda:

- Share Good news from the past 7 days. Can be one business, one personal. (5 minutes)
- Any Operations Review (5-10 minutes)
 - Van Inventory Review
 - App Check Ups
 - Slack Posting on Work Done Review
- Project Review - Review Each Project since the last meeting (5 minutes per project)
Jobs that are still Work In Progress
 - Alejandro: Final Install with ISP Xfinity.
 - Doyle: Mid February Move in. Need to punch down DEB.
 - Kauffman: Door Bell Solution, Library, Sonos ARC
 - Robins: Receiver, Front Camera, Wire Clean Up behind Hearth, Camera Integration, punch list.
 - Upchurch: Coming along pretty good.*Completed Jobs*
 - Ephlin Lighting Control: Contracted hrs. 2.1 - Actual hrs. 2.25
 - McCormick: Contracted hrs. 4.55 - Actual hrs. 13.25
 - Szymanczyk: Contracted hrs. 8.5 - Actual hrs. 20.2
 - Simon: Contracted hrs.
 - Albertin: Contracted hrs. 18.9 - Actual hrs. 19.49
 - Bhatia WiFi: Contracted hrs. 8.93 - Actual hrs. 4.72
 - Anderson: Contracted hrs. 273 - Actual hrs. 225.03
 - Hornbecker Remodel and CO's: Contracted hrs. 117.51 - Actual hrs. 247.58
 - Hornbecker LED: Contracted hrs. 6.56 - Actual hrs. 6.47
 - Ward Amp Replacement: Contracted hrs. 5.25 - Actual hrs. 4.43
 - Duzan Sonos Finish: Contracted hrs. 17.40 - Actual hrs. 32.82
 - Pittman Music: Contracted hrs. 13.9 - Actual hrs. 7.2
 - Welsh Security: Contracted hrs 15.74 - Actual hrs 41.46
 - Turner Kitchen Shades: Contracted hrs 8.93 - Actual hrs 10.03
- Open Discussion (remaining time)
 - Performance Review. Link to a Self Evaluation Form is on OTA_SOP site. Fill out and we will go over at the Performance Review

Attendance: Clayton, Jeff, Dan, Devan, Gary, Scott, Ryan



Meeting Score: On a Scale from 1-10, please rate today's meeting. 1=Total waste of time - 10 being a very beneficial and productive use of time

Gary - 10

Dan - 11

Devan - 10

Clayton - 10

Scott - 10

Jeff - 9 - Explore things more in depth.

Ryan - 10

Action Items:

-Site Survey: think about things like moving furniture or working above a sink when adding time to projects

-Follow up with the Simon's for training

-Create Meeting about Bosch with Jeff, Gary, Brandon and Ryan to get everyone up to speed. Wait until after Greg's Bosch install so Gary has good information to share.

-With Shades: Make sure they are level so you don't need to adjust later.

-Get Devan and Scott on Tracknicity, Get Dan on Keeper, get Scott on Unifi. - Have Brandon work with them to get them on the apps.

-Do quarterly Van Inventory.