

Meeting Summary of Recruitment meeting

Title: Recruitment meeting

Date: 2025-08-10 11:40:00

Location: Room 301

Department(s): HR

Participants: Alice, Xenia, LimYong

Mic 1: LimYong, Mic 2: Alice

Summary:

- The company needs to recruit new employees to bring in fresh ideas.
- A recruitment drive is planned to target younger teenagers in Newtown.
- The HR department will lead the recruitment effort.

Tasks:

Xenia:

1) Title: Interview Scheduling and Coordination

Content: Schedule interviews with potential candidates.

Urgency: pending

Deadline: 2025-08-17