

Operations Weekly Meeting

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Operations Weekly Meeting Agenda & Minutes

ATTENDEES:

Call to order

Summary:

Next Steps:

Roll call

Summary:

Next Steps:

REPORTS

Individuals present relevant updates and recommendations

Summary:

Next Steps:

Teams/committees present updates and recommendations

Summary:

Next Steps:

STATUS UPDATE & DATA DISCUSSION

Manager Training Update

Summary:

Next Steps:

Your Quarterly Stores Status

Summary:

Next Steps:

Weekly Financials Review

Summary:

Next Steps:

Review of Staffing Needs & Points of Concern

Summary:

Next Steps:

STANDARD ORDER OF BUSINESS

- Unfinished items to be discussed**

Summary:

Next Steps:

- New items to be discussed**

Summary:

Next Steps:

WRAP UP

- Announcements**

Summary:

Next Steps:

- Adjournment**

Summary:

Next Steps:
