

## Operations Weekly Meeting

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Operations Weekly Meeting Agenda & Minutes

### ATTENDEES:

**Call to order**

Summary:

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Next Steps:

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**Roll call**

Summary:

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Next Steps:

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### REPORTS

**Individuals present relevant updates and recommendations**

Summary:

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Next Steps:

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**Teams/committees present updates and recommendations**

Summary:

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Next Steps:

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### STATUS UPDATE & DATA DISCUSSION

**Manager Training Update**

Summary:

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Next Steps:

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**Your Quarterly Stores Status**

Summary:

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Next Steps:

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**Weekly Financials Review**

Summary:

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Next Steps:

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**Review of Staffing Needs & Points of Concern**

Summary:

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Next Steps:

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**STANDARD ORDER OF BUSINESS**

- Unfinished items to be discussed**

Summary:

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Next Steps:

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- New items to be discussed**

Summary:

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Next Steps:

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**WRAP UP**

- Announcements**

Summary:

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Next Steps:

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- Adjournment**

Summary:

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Next Steps:

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