
OPs Meeting

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ACTION ITEMS

Summary:

Next Steps:

➤ **REPORTS**

KPI

Summary:

Next Steps:

Weekly Goals

Summary:

Next Steps:

Bonus Calculator

Summary:

Next Steps:

Daily Tracker

Summary:

Next Steps:

Promo Codes

Summary:

Next Steps:

Employee Comp Summary

Summary:

Next Steps:

Bonus Comp Calculator

Want meeting notes like this with no extra work?

With Hypercontext by Spinach, every meeting has a shared

Summary:

Next Steps:

★ STAFF RECOGNITION

Great things

Summary:

Next Steps:

Anniversary/Birthdays

Summary:

Next Steps:

Monthly Recognition

Summary:

Next Steps:

👉 EMPLOYEE PERFORMANCE REVIEWS

Reviews

Summary:

Next Steps:

Staff issues

Summary:

Next Steps:

🔧 STAFF MANAGEMENT

Interviews

Summary:

Next Steps:

New hires

Summary:

Next Steps:

Resignations

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Summary:

Next Steps:

Employee Release

Summary:

Next Steps:

 **ACHIEVEMENTS**

EG - Weekly Achievements

Summary:

Next Steps:

MT - Weekly numbers

Summary:

Next Steps:

 **TRAINING**

Supervisor

Summary:

Next Steps:

EG Training

Summary:

Next Steps:

Roll Over Scenario

Summary:

Next Steps:

General Training needs

Summary:

Next Steps:

 **GUEST ISSUES**

 **RECRUITMENT**

 **MARKETING**

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