
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:

Want meeting notes like this with no extra work?

With Hypercontext by Spinach, every meeting has a shared

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:

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