Influencers Agenda = 2023-04-12

Overview

Title:	Fortnightly Managerial Meeting
Reason:	Standard Managerial Meeting
Total Time:	
Location:	
Held By:	Robert McCombe
Attendees:	Kelly Power, Andy Roddie, Jamie Mallon, Frances McCorry, Adrian McCombe

Last Meeting Review

- Overviewed meeting format
  - Why
  - When
  - Who is involved
- Reviewed current strategic priorities
  - Growth in Sales
  - Moving Premises
    - Reasoning
    - Location
    - Minimum size of 8000 sqft
    - Current standing
  - Formal debate

Actions from Previous Meeting

- No system dates should be generated for quotes over £1000

Directors Meeting Review

- What have we been discussing in the directors meetings.
- How do these affect our plans for the future?
- How does the managerial team want to influence these

Weekly Key Performance Indicator Reviews

What KPI's should we be reviewing?

Issues From the Past Week

- Jobs that went wrong
- Communication problems

Trending Issues

- High rate of date changes 0 25%
- Are there any trends in overall metrics to take note of?

Capacity Trends

- What trends are we seeing in capacity?
  - Materials
  - Products
  - Training

Improvements

What projects are we currently working on as a team.

Improvement	Current Status	Updates Since Last Meeting

Minutes Location

OneDrive - MATIC MEDIA SERVICES LTD\Strategy\Minutes

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