

Office Meeting Time Line: DATE

- **People Attending:** Owner, Chef, Office Manager, Sales, Maintenance, Marketing, Accounting, Logistics & HR
- **Date & Time:** Monday 9:00 - 11:00 (this time is firm)
- **Personal Time:** (Explain this)
- **Notes from Previous Meeting:** Accountability.
- **Memory Section:** (make notes during the week)
- **Quick Recap of all To Do Lists:**
- **Last Week's Parties:** (only as good as your last event / learn from your past)
 - (Recap: all department input needed * **Did we follow the rules?**)
- **Movable Feast:**
- **This Week's Functions Broken Down In Order:**
 - Use meeting questions / fill out Organization chart. Department heads get what ya need. Take notes on front of packets.
- **Functions Two Weeks Out Or Huge Ones On The Horizon:**
- **Sales & Financial:** What's out there **Chef:** excess/deals **HR:** Scheduling - training/ clean up / uniforms **Pack:**Special notes
- **Special Trips And/Or Purchases:**
- **Discuss Our Plans For The Week:**
- **Goals List:** how are doing in achieving them?
- **General Goods And Bad's:** Buy in.