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| **Meeting Title:** |
| ***Date:*** | *04/25/2021* |
| ***Time:*** | 9:00 AM |
| ***Location:*** | Office  |
| ***Note taker:*** | Jennifer Lois |
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| **Attendances:** |
| ***Name*** | **Department/Division** |
| Emily Lois | Department of IT |
| Adam Lois | Department of Marketing |
| Lucas Lois | Department of Sales |
| Jack Lois | Department of PD |
| ***Members Absent*** | **Department/Division** |
| Thomas Lois | Department of Finance |
| Aniston Lois | Department of HR |
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| **Decisions Made:** |
| ***Decision*** | ***Description*** |
| *Sales campaign* | Formulated the strategy to boost the sales by 200% within the California state.  |
| *Product development* | Developed a variety of products based on market survey and coordinate with sales dept. for trial production. |
| *Backend system* | Configured the Sales Force system, Finance system, and the delivery tracking system to be integrated. |
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| **Action Items:** |
| ***Action*** | ***Assigned to*** | ***Due date*** |
| *Sales campaign kick off* | *Lucas* Lois | *06/25/2021* |
| *Product development schedule* | *Jack* Lois | *07/25/2021* |
| *Backend system support* | *Emily* Lois | *08/25/2021* |

**Meeting Minutes:**