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| **Meeting Title:** | | | |
| ***Date:*** | *04/25/2021* | | |
| ***Time:*** | 9:00 AM | | |
| ***Location:*** | Office | | |
| ***Note taker:*** | Jennifer Lois | | |
|  | | | |
| **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 | | |
|  | | | |
| **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:**