

**Weekly Manager's Meeting
Agenda for Meeting of March 15, 2011
Leader: Tom**

Recurring Agenda Items:

I. Wins for the week: each person shares on success story from their week.

II. Review of Progress towards Company-wide Goals for 2011:

Goal	Goal	YTD this year	YTD Last year
Financial Goals			
Annual Revenue	\$2million	\$357K	\$350k
Gross Margin %	38%	36.7%	37%
Productivity: Sales per employee	\$250k	\$75K	\$70k
Customer Service Goal	95% retention rate	92%	96%

III. Review of open action items from last week:

Item	Date Due	Owner
Employee evals completed	March 12	All Department heads
Customer survey results compiled and reported on	March 13	Sally
Research on new vendors for XYZ product line completed	March 15	Don

IV. New Agenda Items:

Item	Person	Expected Outcome
Review of progress on new X line	Tim	Get the team up to speed on progress, address any issues blocking progress
Create plan to address recent safety issues in plant	Ann	Get input on what elements should be included to address safety issues and resource ideas.
Staffing plan for upcoming trade show	Tim	Create plan to ensure adequate staffing for Tucson trade show in April.

V. Review of Action Items:

Who is responsible?

When will it be done?

How will we know?

Plus/Delta: what worked in this meeting, what can we improve?

Next meeting date: Friday, March 21, 2011 at 8 am. Leader: Ann