

Weekly Administration Team Meeting

Team Purpose – Administration of enquiries and current jobs

Date: 13 December 2021

Attendees: Laura Snow, Lee Rolley

Agenda

- Job Enquiries
Update and review current job enquiries.
- Quotations
Review of ongoing quotations.
- Job Scheduling
Update current schedule.
- Selections
Review of client selections for ongoing jobs.
- Accounts
Review any outstanding Invoice/accounts queries.
- Social Media.