

Confidential

OPERATIONS TEAM MEETING CALENDAR

Period: Q4 - October 2023

Updated: Oct 01, 2023

TIME/DATE	MEETING DESCRIPTION	LEAD	OBJECTIVES & PREPARATION
Mon 09:00	Weekly Sync: Global Logistics	Sarah Jenkins	Review shipping delays and carrier performance metrics.
Tue 11:30	Inventory Optimization	Marcus Chen	Prepare stock-out reports for peak season planning.
Wed 14:00	Cross-Dept QA Review	Elena Rodriguez	Integration sync with Product and Engineering teams.
Thu 10:00	Budget & Procurement	David Vogel	Vendor contract renewals and Q4 expense forecasting.
Fri 15:30	Operations Retrospective	All Hands	Process bottlenecks identified during the work week.

Notes: All meetings are held in the "War Room" unless specified otherwise. Remote links are attached to digital invites. Please submit agenda items 24 hours in advance.