OPERATIONS TEAM

Meeting minutes

DATE Wednesday, November 4, 2026, 10:00
PLACE Small conference room and Teams
CHAIR Priya
PRESENT Priya, Tom, Aisha, Jonas, Mei
ABSENT Ben (sick, sent an update by email)

1 Warehouse move

- The new lease is signed and the keys are handed over on December 1.
- Tom has booked the movers for Saturday and Sunday, December 5–6, so no working days are lost.
- Aisha raised the internet line: the provider needs 10 working days for the installation, so it has to be ordered this week.

DECIDED Aisha orders the internet line today. Tom gets the movers' confirmation in writing.

2 Q4 stock count

- Last year's count took three days, which was too long. Jonas proposed four barcode scanners at $320 each; Priya agreed as long as the total stays under $1,500.
- Mei pointed out that about 40 items have no barcode yet, and the item list has to be updated before the count.

DECIDED Buy four scanners. The count takes place on December 13 in the new warehouse instead of the old one.

3 Holiday schedule

- Ben asked by email for December 22 to January 2 off. Tom and Mei asked for the same week.

OPEN Not decided. Priya talks to each person and sends the schedule by November 15.

4 Other

- The forklift service is overdue: it was due on October 20. Jonas will call the service company.

Action items

Who	What	By
Aisha	Order the internet line for the new warehouse	Nov 4
Tom	Get the movers' confirmation in writing	Nov 7
Jonas	Order the four barcode scanners and book the forklift service	Nov 8
Priya	Send the holiday schedule	Nov 15
Mei	Add barcodes for the 40 items without one	Dec 6

NEXT MEETING Wednesday, November 18, 2026, 10:00, same place.