

Company Updates & Tasks

The management team will run these weekly meetings. Each team should update tasks before the meeting. Make a copy of this document and add a shareable link to Basecamp.

1. Each business team should report to the company on the following:

- Progress on prior tasks
- Accomplishments
- Issues
- Tasks for the week

2. Business Team Tasks - Based on task list, business plan, and business need

Management & Leadership

Supply Chain

Marketing

Finance

Sales

3. Are we staying consistent with our overall strategy & goals? Does the business plan need to be updated? Are there areas where we need to pivot or persevere?

4. Work on weekly tasks. Work with other teams as needed.