

WEEKLY AGENDA PLANNER FOR MEETINGS

Prepared by: Operations Coordination Team
Week: July 3–9, 2060

Meeting Schedule Overview

Day	Time	Meeting Title	Participants	Location / Platform
MON	10:00 AM	Weekly Operations Sync	Operations Leads	Zoom
TUE	2:00 PM	Client Status Check – Acme Corp	Sales, Account Managers	Conference Room 2
WED	11:00 AM	HR Policy Review	HR Team, Legal	Microsoft Teams
THU	9:00 AM	Project Briefing – Dev Sprint	Dev Team, PM	Google Meet
FRI	4:00 PM	Week-End Wrap-up	All Department Heads	Main Conference Room

Notes / Follow-Up Items:

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Rachel S Tattersall



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