

2:26 pm PDT

	Thu 23 📅 +	Fri 24 📅 +	Sat 25 📅 +	Sun 26 📅 +	Mon 27 📅 +
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8 am	Danielle 1-on-1				
9 am	George 1-on-1	Henrik 1-on-1	Conf call with Joe & Sarah - be ready with radio ad details Topics to Discuss: To Discuss: 1.		
10 am	10:15am Samantha 1-on-1				Weekly KT industries conf call
11 am				Weekly staff meeting Meeting Agenda: Objectives: Provide an orientation to the initiative Review purpose of team Adopt ground rules for collaborative planning Review draft action plan format	
12 pm			S.F. Swedenborgian Church		
1 pm		Drive to offsite meeting Driving Directions: Short, Easy Directions According to Kirkland TimesFrom Reno: Travel South on Hwy 395 to Gardnerville. From there, head West on Hwy 88.From Placerville: Travel South on Hwy 49 to Jackson; from there head East on Hwy 88 to Kirkwood.From the Peninsula: Take the San Mateo			
2 pm	- Consolidate sales reports for the week and more				
3 pm	Weekly all-hands wrap up meeting				
4 pm	Weekly staff meeting				
5 pm					Offsite Planning Meeting Meeting Agenda: Meeting Agenda Objectives: Provide an orientation to the initiativeReview purpose of
6 pm					
Note					