MIRANDA & MILLER CORP.

TEAM MEETING AGENDA

MEETING DATE:	May 29, 2025
DURATION:	1:00 PM - 01:23 PM

AGENDA	1. Review the current challenges faced by each team member 2. Strategize on how to help each team member improve his/her performance

TEAM MEMBER	PROJECT	CHALLENGE	STRATEGY	DEADLINE
Ms. Carrie Tatec	Article Writing	Having a hard time meeting with weekly deadlines	Conduct a time and motion study	May 29, 2025
Mr. Phillip Bradshaw	Upcoming Marketing Product	Lacks skills in terms of determining website CTRs	Allow lead marketing strategist to train him	May 30, 2025
Mr. Jeremy Johnson	Website Backend Development	Requires refresher on coding in Java	Enroll him in a 1 week Java training course	May 30, 2025

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