

Weekly Leadership Meeting

Item	Details
Date	Tuesday, 14 July 2026
Time	9:00–10:30 AM (GMT+3)
Location	Google Meet
Meeting Type	Weekly Leadership Meeting (Internal)
Organizer	Sarah Mitchell
Minutes Prepared by	RC Indus

Attendees

Name	Position	Email
Sarah Mitchell	CEO	sarah.mitchell@brightscale.com
RC Indus	Executive Assistant	rcindus.work@gmail.com
David Carter	Marketing Director (NovaTech)	david.carter@novatech.com
Emily Chen	Operations Manager	emily.chen@brightscale.com
James Wilson	Sales Director	james.wilson@brightscale.com
Olivia Brooks	HR Manager	olivia.brooks@brightscale.com

Meeting Objectives

- Review weekly business performance and department updates.
- Finalize preparations for the upcoming client presentation.
- Discuss proposal development progress.
- Review recruitment updates and hiring priorities.
- Assign action items and deadlines for the upcoming week.

Meeting Agenda

1. Opening Remarks
2. Weekly KPI & Sales Performance Review
3. Client Presentation Preparation
4. Recruitment & Hiring Updates
5. Proposal Development Progress
6. Upcoming Projects & Priorities
7. Action Items & Next Steps

Discussion Summary

Opening Remarks

Summary of Discussion

- Sarah Mitchell welcomed the leadership team and outlined the objectives for the meeting. The focus was on reviewing weekly performance, preparing for upcoming client engagements, and aligning priorities for the remainder of the week.

Action Points

- Confirm meeting agenda and proceed with department updates.
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Weekly KPI & Sales Performance Review

Summary of Discussion

- James Wilson presented the weekly sales performance report. The team reviewed client acquisition metrics, campaign performance, and overall revenue progress. Strong results from the NovaTech campaign were highlighted, while a few ongoing projects required additional follow-up.

Action Points

- Sales team to submit the updated KPI dashboard by Friday.
 - Marketing team to provide campaign performance insights for the leadership review.
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Client Presentation Preparation

Summary of Discussion

- Sarah Mitchell reviewed the presentation planned for Apex Consulting. Final adjustments were requested to improve data visualization and strengthen the proposal before the scheduled client meeting.

Action Points

- RC Indus to distribute the finalized presentation deck before Thursday morning.
 - Marketing team to complete all presentation revisions by end of day.
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Recruitment & Hiring Updates

Summary of Discussion

- Olivia Brooks shared the current recruitment status for the Executive Assistant position. Candidate interviews have progressed well, and shortlisted applicants will move to the final evaluation stage.

Action Points

- HR to complete final candidate assessments this week.
 - Interview feedback to be submitted before Friday.
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Proposal Development Progress

Summary of Discussion

- Emily Chen provided updates on the proposal development timeline for upcoming client projects. The leadership team reviewed milestones and confirmed resource allocation for delivery.

Action Points

- Proposal draft to be finalized before the client review meeting.
- Operations team to verify supporting documentation.

Upcoming Projects & Priorities

Summary of Discussion

- The leadership team reviewed upcoming business priorities, including investor communications, project planning activities, and preparations for next week's executive meetings.

Action Points

- Department heads to update project trackers before Monday.
 - Executive Assistant to prepare next week's calendar and meeting agenda.
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Action Items & Next Steps

Summary of Discussion

- Sarah Mitchell summarized key decisions and confirmed responsibilities assigned to each department. The meeting concluded with agreement on deadlines and communication expectations.

Action Points

- Monitor completion of assigned tasks.
- Follow up on outstanding deliverables before the next leadership meeting.

Key Decisions Made

- Finalized the client presentation timeline for Apex Consulting.
- Approved the proposal development schedule and assigned departmental responsibilities.
- Proceed with the shortlisted recruitment candidates for final interviews.
- Weekly KPI reports will be submitted every Friday before 4:00 PM.
- Executive Assistant will coordinate next week's leadership meeting and calendar updates.

Action Items

Task	Owner	Deadline
Finalize client presentation	Marketing Team	16 Jul 2026
Submit KPI dashboard	James Wilson	17 Jul 2026
Complete proposal draft	Emily Chen	16 Jul 2026
Prepare executive calendar	RC Indus	17 Jul 2026
Complete final interviews	Olivia Brooks	17 Jul 2026

Next Meeting

- **Date:** Tuesday, 21 July 2026 • 9:00–10:30 AM (GMT+3)
- Location: Google Meet
- **Agenda Topics:**
 - Review completion of action items
 - Weekly KPI and sales performance
 - Client presentation follow-up
 - Project progress updates
 - Upcoming priorities and deadlines

Reference Documents

- ☐ Q3 Client Presentation Deck (*Google Slides*)
- ☐ Weekly KPI Dashboard (*Google Sheets*)
- ☐ Proposal Draft – Apex Consulting (*Google Docs*)
- ☐ Executive Travel Brief – Dubai Business Trip (*PDF*)
- ☐ Meeting Agenda – Weekly Leadership Meeting (*Google Docs*)