

To: Engineering Society Members
From: Danielle Sheahan, Tea Room Head Manager 2009 – 2010
Subject: Weekly Summer Report
Date: June 5, 2009

Major activities for week of June 1 - 5:

Renovations:

- Researched flooring auctions around Kingston; found that there was nothing nearby (within 5 hour radius of Kingston) planned for upcoming month

Website:

- Got website designer to sign contract and sent him preliminary breakdown for site sections and subsections
- Chose final website template and got designed to purchase it

Sales Analysis:

- Started going through sales data from Maitre'D software on POS
- Read through 2008-2009 sales summary
- Compiled list of questions to be answered through sales analysis with help of assistant managers
- Figured out how to make Maitre'D work in back office

Staff Communication

- Sent out 1st staff newsletter

New Product Inquiry

- Performed preliminary research on Bubble Tea ingredients, equipment, and costs

Other

- Continued reading "Natural Step" (almost half-way done)
- Met with Craig Simpson from Vegetables Unplugged CSA to deliver compost and receive payment

Anticipated major activities for upcoming week of June 8 - 12:

Renovations:

- Continue looking for nearby flooring auctions, and if none found by week's end then look at purchasing alternatives
- Decide upon lighting changes and meet with Gerry to discuss
- Try out floor, paint and lighting samples for Tea Room renovations

Website:

- Send preliminary write-ups and photos to Ben to put onto website

Sales Analysis:

- Decide which data to use for each point of question from system and obtain for analysis
- Skype meeting with Operations Manager to delegate tasks
- Send Maitre'D data to Ops Manager

Marketing

- Meet with Marketing Manager to begin brainstorming ideas for booth display for SOAR program

New Product Analysis:

- Contact Liaison college to discuss bubble tea preparation
- Visit other bubble tea vendors
- Purchase supplies to try out product

Other:

- Initiate contact with Hatch to discuss metrics project and travel mugs
- Meet with Bruce Griffiths to discuss Coke agreement
- Finish reading "Natural Step"