

To: Engineering Society Members
From: Danielle Sheahan, Tea Room Head Manager 2009 – 2010
Subject: Weekly Summer Report
Date: June 12, 2009

Major activities for week of June 8 - 12:

Renovations:

- Continued looking for nearby flooring auctions, picked up some samples from Home Depot, and researched other commercial flooring options
- Met with PPS to discuss laminate flooring option
- Ordered vinyl strip samples to try out next week

Website:

- Sent preliminary write-ups and graphics to Ben to put onto website

Sales Analysis:

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

Marketing

- Met with Marketing Manager to brainstorm ideas for booth display for SOAR program, finalize patch design, and discuss uniforms

New Product Analysis:

- Contacted Liaison college to discuss bubble tea preparation; success!
- Visited other bubble tea vendors and suppliers downtown
- Purchased supplies to try out products and sampled to EngSoc

Other:

- Initiated contact with Hatch to discuss metrics project and travel mugs
 - o Sent an email to old travel mug contact
- Spoke with Bruce Griffiths to discuss Coke agreement
 - o Waiting for further consultation
- Finished reading "Natural Step"!
- Booked first major staff social facility and spoke to other service managers regarding a multi-service social
- Sent email update to managers and requested monthly progress reports

Anticipated activities for week of June 15 – 19:

Renovations:

- Finalize a floor design, get estimated cost, and book contractors
- Contact repairman to fix sound system
- Look further into lighting

Website:

- Give designer anything he needs to continue development

Sales Analysis:

- Skype meeting with Ops Manager to check-in on progress

Marketing

- Ensure Marketing Manager completes display board for SOAR
- Check-in with all managers regarding uniform preferences

New Product Analysis:

- Look into more flavour options and pricing
- Pass on product info to Environmental Manager to research

Mugs and Waterbottles:

- Discuss options with Operations Manager
- Continue seeking contact at Hatch to see if partnership shall be furthered

Other:

- Meet with/talk to all assistant managers to get updates and progress reports
- Pass along Natural Step to Kelly