

To: Engineering Society Members
From: Danielle Sheahan, Tea Room Head Manager 2009 – 2010
Subject: Weekly Summer Report
Date: June 19, 2009

Major activities completed for week of June 15-19:

Renovations:

- Spoke with PPS and received floor tile samples
- Took broken sound system component into repair store
- Research lighting options more

Website:

- Got a functional “under construction” page up and running at tea-room.ca
- Developed majority of written information to be published on website and created a design for home page
- Compiled all graphics for website and sent to Ben

Sales Analysis:

- Continued to communicate with Operations Manager to monitor progress

Marketing

- Met with Marketing Manager to review and edit tri-fold display board for SOAR
- Met with management and decided upon final uniform type
- Chose a final design for patch and got Marketing Manager to submit order

New Product Analysis:

- Passed on product info to Environmental Manager to research and received environmental feedback

Mugs and Waterbottles:

- Discussed water bottle options with Operations Manager
- Attempted to contact Hatch again regarding travel mug partnership (sent email to several previous contacts)

Other:

- Met with or spoke to all managers and received progress reports for summer thus far
- Dealt with manager resignation
- Passed along Natural Step to Kelly

Anticipated activities for week of June 22 – 26:

Renovations:

- Contact local furniture repair stores to get estimate on fixing up indoor seats (recovering with material and repainting bases)
- Meet with PPS and Spada Tile on Monday to finalize flooring situation
- Pick 3 different lighting options to show to Jay
- Find paint to touch-up Tea Room

Website:

- Complete write-ups for environmental portion of website
- Find out domain information for IT

Sales Analysis:

- Speak to Operations Manager during progress report meeting on Monday and check on sales analysis progress

Marketing:

- Ensure that presentation and display are ready for SOAR booth
- Attend SOAR for an hour once a day starting Wednesday at 2:30
- Finalize uniforms for both staff and management and submit order (working with Marketing and HR)

New Product Analysis:

- Further test and document bubble tea items
- Search out alternatives (smoothies?)

Other:

- Send out all-eng hiring notification email and publish application package
- Check in with HR Manager regarding upcoming newsletter
- Get report on stools, mugs, and water bottles from Operations Manager
- Send out hiring email to staff and all-eng and post manager application package
- Meet with Lauren Bates and discuss Tea Room APSC 100 projects