

**To: Engineering Society Members**  
**From: Danielle Sheahan, Tea Room Head Manager 2009 – 2010**  
**Subject: Weekly Summer Report**  
**Date: June 26, 2009**

**Major activities completed for week of June 22 – 26:**

Renovations:

- Contacted local furniture repair store to get estimate on fixing up indoor seats (recovering with material and repainting bases)
- Met with PPS and Spada Tile on Monday to finalize flooring situation; received price of installation and materials
- Did online research of different lighting options and narrowed down to several designs
- Found paint supplier to touch-up Tea Room

Website:

- Completed write-ups for environmental and education portion of website

Sales Analysis:

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

Marketing:

- Ensured that presentation and display are ready for SOAR booth
- Attended SOAR for an hour once a day starting Wednesday at 2:30
- Finalized manager uniforms

New Product Analysis:

- Decided to drop bubble tea idea
- Researched healthy smoothie options

Other:

- Sent out all-eng hiring notification email and updated and published application package
- Checked in with HR Manager regarding upcoming newsletter and composed appropriate sections
- Got report on stools, mugs, and water bottles from Operations Manager
- Sent out hiring email to staff
- Met with Lauren Bates and discussed Tea Room APSC 100 projects

**Anticipated activities for week of June 29 - 30:**

Renovations:

- Meet with Jay and finalize flooring and pricing
- Pick lighting and purchase
- Pick up paint to do touch-ups

Website:

- Meet with designer to get updates and evaluate progress

Other:

- Go through assistant manager applications and schedule interviews for following week
- SOAR booth
- Meet with outgoing environmental manager