

**To: Engineering Society Members**  
**From: Danielle Sheahan, Tea Room Head Manager 2009 – 2010**  
**Subject: Weekly Summer Report**  
**Date: August 17<sup>th</sup>, 2009**

**Major activities completed for week of Aug 10-14:**

General Tea Room Maintenance:

- Cleaned up area behind counter and clear out everything on floor to storage group room
- Met with Spada Tile to finalize trim for flooring

Operations:

- Compiled a list of 4 final smoothies and exact ingredients that can be narrowed down during manager retreat/first week back
- Visit P&CC to track down design files made last year for new cup sleeves
- Spoke to PPS about sourcing a counter sanitizer
- Contacted frequent suppliers and inform them of key dates and billing cycle request; emailed Liaison and left message with Agropur

Marketing:

- Sent email to marketing manager checking in on progress and provide a list of things that need to be achieved before end of August
- Completed in-store brochure and asked printer about getting eco-approved paper

Human Resources:

- Edited supervisor training manual for HR manager
- Began planning out manager retreat material and send out info email
- Made preliminary list for scavenger hunt and began to plan out Sunday night social

**Anticipated activities for week of Aug 17 - 21:**

Operations:

- Research display plate providers
- Further research smoothie ingredients and sourcing
- Contact fridge repairman to come view display fridge
- Purchase towel to soak up moisture from fridge

Human Resources:

- Plan retreat and send out info email to managers; skydiving?
- Skype with enviro manager to get updates and answer questions
- Plan out prep week and send out schedule to managers
- Send update email to all managers
- Begin planning out training sessions in further detail

Renovations:

- Ask Gerry about lighting installation and notify him of dates of absence next week

Other:

- Last summer Alfies