



# WEEKLY CAREER TECHNICIAN MEETING

DATE: \_\_\_\_\_

START TIME: \_\_\_\_\_

END TIME: \_\_\_\_\_

DEPT: **SERVICE**

**ATTENDEES:**

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**FOLLOW-UP ITEMS:**

*Any item which needs to be followed through from prior week; from you, technicians, or support staff.*

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- \_\_\_\_\_
- \_\_\_\_\_

**CURRENT ITEMS:**

- TECHNICAL
- ROLE PLAY: *Timesheet, Flat Rate, Accessories, Sales Leads, Maintenance Agreements, Company Vision*
- PERFORMANCE REVIEW
- REWARDS MEETING
- SALES LEADS *(as a topic at every meeting)*
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- \_\_\_\_\_
- \_\_\_\_\_

**OTHER BUSINESS:**

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