

## Meeting Notes – Weekly Operations Sync

**Date:** 19 February 2026

**Time:** 10:00–10:45 AM (GMT+8)

**Platform:** Zoom

**Note Taker:** Nita Herliana Octavia

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### 1. Attendees

- Operations Manager
  - Marketing Lead
  - Admin Support
  - Finance Representative
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### 2. Agenda

1. Review ongoing client onboarding
  2. Task progress update
  3. Pending invoices
  4. Next week priorities
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### 3. Key Discussion Points

#### A. Client Onboarding Status

- 2 new clients confirmed this week.
- Client A has submitted complete documents.
- Client B still pending business registration document.
- Target kick off for both clients: next Monday.

#### B. Task Progress

- Marketing campaign draft completed (awaiting approval).
- Admin updated client tracker and organized shared drive folders.
- Finance requested confirmation of payment for Client X.

#### C. Pending Issues

- Delay in receiving invoice from vendor (follow-up needed).
- Clarification needed on scope adjustment for Client Y.

#### 4. Action Items

<b>Task</b>	<b>Responsible</b>	<b>Deadline</b>
Follow up with Client B for missing document	Admin	20 Feb
Send invoice reminder to Client X	Finance	21 Feb
Finalize marketing draft revisions	Marketing Lead	22 Feb
Confirm kick off meeting schedule	Admin	21 Feb

#### 5. Next Meeting

Scheduled for 26 February 2026, 10:00 AM (GMT+8)