

Meet the Mill — team preparation

24 September 2026 · Cedar Bend office, Eau Claire · Elise Bennett

Elise Bennett, Nora Ellis, Clara Reed, Owen Ellis, Daniel Brooks

Time	Agenda	Responsible
09:00–09:10	Confirm the purpose, visitor numbers and programme	Elise
09:10–09:25	Agree demonstration routes, hosts and visitor arrangements	Daniel
09:10	Confirm the visitor route	Daniel
09:15	Plan the demonstration	Owen
09:20	Review visitor questions	Clara
09:25–09:40	Review the USD 1,500 event budget and outstanding purchases	Nora
09:40–09:55	Check publicity, printable programmes and the QR download	Clara
09:55–10:10	Prepare Leah’s office induction and Eli’s supervised equipment training	Nora / Daniel
10:10–10:15	Record decisions, owners and the September 25 readiness check	Elise

Notes

Bring the readiness checklist and the draft customer programme. Nora records decisions and spending approvals; each open action needs an owner and a deadline. Leah and Eli start October 1 and have no preparation duties. Fictional Doksi example — people, business and arrangements are illustrative.