Agenda

Mustafa Ozyildiz – W1 - February 2025

DMC

- Student Experience Centralisation process assisting.
- Collection (if required).
- Room adding
- Turkish Agency check-ins.
- Paddington room checks
- Cost working for Growth and Strategy department.
- Sending laundry trolleys to sites

LHS

- January last week reporting
- January summary reporting (Operationally/Laundry).
- Weekly order tracking, and meeting with Jay.
- Scheduling site visits for collections with driver.
- Donating requested items at warehouse.
- Accepting delivery from Turkey.
- Organising move-in pack preparation.
- Weekly Sales & Marketing Meeting.

I need to catch up with emails and Monday updates, I am behind from last week.