Diary and preparation packs — the quarter

LINDBERGH FORMATION — 16 rue de Maillé, 91310 Montlhéry, France · Companies register (RCS) Evry 817 946 114

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74 slot proposals, 0 meeting without a pack · fictional document

Fictional document — demonstration example

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Fictional document, produced for the demonstration. **Slots are offered, never imposed:** the secretariat sets the date. **What the agent brings is the proposal that accounts for everything there is never time to check.**

What is checked before a date is offered

Point checked	Why	What it used to cause
The six diaries concerned	Booked leave, statutory meetings, duty rotas	The slot offered to someone who is away
The site visits of the day	**Actual travel time between two points of the urban community**	**11 appointments in the quarter had been booked that way and had to be moved**
The load of the week	**No follow-up meeting the day before an executive bureau, unless asked**	The meeting that collapses for want of preparation

Point checked	Why	What it used to cause
Open actions on the subject	Their age and their deadline	The meeting that rediscovers a file

The preparation pack, handed over with each slot

Item	Content	When
Proposed agenda	Items drawn from open actions and requests received	**With the slot proposal**
Minutes of the two previous sessions on the same subject	**Decisions and actions still open**	**The evening before**
Documents cited	Brought up from the document management system	The evening before
Open actions and their age	**Three figures from the tracking table**	The evening before

The result measured over the quarter

Measure	Before	After	Reading
Slot searches	**18 minutes on average**	**Under a minute, 74 requests**	**Six diaries crossed at once**
Meetings moved after the event	**19**	**4**	**The 4 come from outside cancellations**
Meetings opened without a preparation pack	**23**	**0**	**The pack is ready the evening before, not on the morning itself**

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Legal notice (in French): bluelemonagent.ai/mentions-legales

What is proposed: booking the five statutory meetings of the year twelve months ahead, with preparation packs opened as soon as the notice goes out. **The six directors then block their dates before other meetings take them** — the only way the executive bureau stops being prepared at the weekend.

For the body to settle

Ranges held open for the chief executive: _____

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