**Handover Notes**

Period: 02/11/2021 to 05/11/2021

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| --- | --- | --- | --- | --- | --- |
| Account | **Activity** | **Status** | **Action** | **Timeline** | **By** |
| 54gene | Recruitment | Headhunting and rebroadcasting | Headhunting and rebroadcasting for the SMGS and head of lab | 2nd – 5th | Susan |
| Competitors recruits | Share detailed competitor organogram and profiles of key head of labs | 2nd -5th | Josephine |
| Update Call | Weekly | William will run the call with the shared update  Josephine will take nots of key actions discussed during the call and action this throughout the week | Tuesday 2nd | William |
| KCS | Delegate Management | Ongoing | Respond to delegate queries and send invitations letters | 2nd – 5th | Mercy |
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