**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 updateJosephine 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  |
|  |  |  |  |  |  |