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| Meeting Date: | **09DEC20** |
| Present: | D Rankin, K Gould, W Lumley, L Carlson, H Adams |
| Next meeting: | ***Proposed*** 17FEB21, 9AM MST - **ZOOM** |

**Proposed Standard Agenda – Ongoing Tasking Review**

* Website 2.0 – **FC Lead**
  + **Initial Launch Completed** 
    - Review of new site & feedback
    - Outstanding Items WIP, Scope & Schedule/ ECDs
* PR campaign – **LC Lead**
  + (Refresh) At least monthly email campaigns (Constant Contact & LinkedIn) per agreed schedule – LC updated 09 Dec
    - DRAFT plan review, suggested topics, targeted dates for release
      * Draft Plan – New ECD
      * EMB, ODA, ACA, FDM, G150 Htr, TCAS 7.1, flt dk updates …
      * New ideas for items for email blasts & Peregrine www site
  + (Refresh) Up to ten Press Releases per agreed schedule and as frequently as bi-weekly – LC updated 31DEC20(?)
    - New Planning Schedule
    - Asked for any idea inputs ASAP (LC is collection POC)
    - AGG will draft press release information featuring Peregrine announcements for approval by Peregrine prior to filing
    - Peregrine will provide essential press contacts for AGG to include in press release distribution
      * Initial PR contact list/ Complete
        + Any updates??
* (Refresh) AGG re-engage Chase & Capture Activity
  + Re-confirm/ scope. Tasking - AGG role
  + Mktg Admin
    - Transmit to Peregrine all sales inquiries and prospects – Complete/ Continuous Action - ZOHO confirmed as the vehicle for controlling the process
    - Where appropriate, arrange Zoom meetings with significant sales prospects
    - As required (Actions? Still an objective?)

**Special Topics To Be Addressed** (Needs Refresh)

Reason for the added topic(s) and any special info to share with group; new developments, etc.

* **ODA WIP Update – DR Update**
  + Review of Peregrine FAA responses planned for next week
  + TEXTRON
    - Strong interest indicated in Peregrine ODA assist
      * Jake Biggs/ Manager, Aftermarket
      * **Provide updates to Biggs/ HA as needed**
  + Other Targets? Action Needed
* **ACA (Aviation Clean Air)**
  + RTCA SC241/ EUROCAE WG-121 Update – HA
    - Guidance document released by RTCA/ EUROCAE on 24DEC20
    - Peregrine press release – WIP update LC
  + ACA Situation Update - WL
* **Chase & Capture Update - Track events to ID targets/ Update**
  + Peregrine activity update
  + AGG activity update
  + Chase & Capture Plan, Action
  + STC Status, Availability & Structure (Prime, sub, who controls?) - Update
  + Chase & Capture – Previous Activity … Chasing, Won, Closed, Actions??
  + Learjet med evac operation potential customer – WL update
    - Medevac use may provide “proof statement”/ support sales efforts
      * Operator is willing to provide aircraft, flight expenses(?) for testing ACA
        + ACA feedback re process & expense coverage WIP

**Update 09 DEC Zoom/ Wes**

* + - Peregrine needs to provide aerosolized COVID-19 virus testing data
      * Contact ACA, secure feedback/ data
        + Completed/ Wes
        + Provide lab test data to medevac entity/ TBD?
        + **Reference doc supplied for us in RTCA guidance efforts – HA update 09DEC**Foundation for white paper, possible Webinar(?)
  + TEXTRON – WL update
    - Telecon held 26 August/ Mike Gibbons/ Business Dvpt
      * Peregrine participants/ Wes, Kevin, Hal
      * Interest in most of product lines and XL (Jim Lee – beta fit), X, Sovereign seemed to be particular interest
      * **Peregrine proposal requested/ due TBD/ Wes**
        + Excluding the ACA device which TEXTRON procures direct from ACA
* **TCAS 7.1 – Mexico – LC Updates?**
  + 01 Jan 2022 Mandate Deadline
  + Contacts email blast to key aircraft type owner/ operators
    - Learjet, Hawker, Citation, EMB
    - Communicating with Ric Peri
      * Appears mandate is less urgent, delayed
        + Applies to Mex reg aircraft only
        + Will send 7.1 update emails reminders
        + **Update 09SEP Zoom/ LC**
    - LC lead/ using JetNet data base (JNDB)
      * Complete – DB use is WIP/ LC
      * **Update 09SEP Zoom/ LC**
* **Other ????**