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| --- | --- |
| Meeting Date: | ddaymmonthspelledoutyyear |
| Present: | D Rankin, K Gould, W Lumley, F Colliver, L Carlson, H Adams |
| Next meeting: | Every Weds, 1000AM MS/DT, **ZOOM** |

**Proposed Standard Agenda – Ongoing Tasking Review**

* Website facelift by 8/15
  + AGG will continue work with current peregrine.aero website to ensure continuity and availability of information
  + Update and maintain with current and evolving announcements
  + Post press releases and news information to the website
  + Incorporate Constant Contact “landing pages” to correlate the emailed message
  + Webinar announcements and webinar archive
  + While maintaining and improving the current website, the new website will be active by 10/10/20
    - Schedule & milestone review, facelift & new, as required
* At least monthly email campaigns (Constant Contact & LinkedIn) per agreed schedule
  + DRAFT plan review, suggested topics, targeted dates for release
* Up to ten Press Releases per agreed schedule and as frequently as bi-weekly by 12/31/2020
  + 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
  + DRAFT plan review, suggested topics, target dates for PRs
* As frequently as monthly, AGG proposes three webinars per agreed schedule by 12/31/2020
  + DRAFT plan review, suggested topics, target dates for PRs
* Transmit to Peregrine all sales inquiries and prospects
  + DRAFT Process, Timing
* Where appropriate, arrange Zoom meetings with significant sales prospects

**Special Topics To Be Addressed**

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

**Meeting Results**

* Website Facelift
* Email Campaigns (Constant Contact & LinkedIn)
* Press Releases
* Webinars
* Sales Inquiries & Prospects
* Zoom Meetings - Sales Prospects
* **Special Topics Discussion**

Summarize the discussion for each issue, state the outcome, and note actions required

* **Actions/ Responsible Individual/ ECD**

List agreed or assigned action items, conditions, ECD