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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**

* Kevin and Forrest not available for 09 Dec review
* Website 2.0 – Review meeting held 08 Dec/ FC not available for 09 Dec review (WIP WWW)
  + **WIP/** Brief **FC lead, update as needed**
    - * Separate dedicated meeting weekly, for details
      * FC requested setting up an FTP location for all photos available at Peregrine.
        + Completed – review of content by LC/ FC at next review
* (Refresh) At least monthly email campaigns (Constant Contact & LinkedIn) per agreed schedule – LC update 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 …
    - LC to update at next review
* (Refresh) Up to ten Press Releases per agreed schedule and as frequently as bi-weekly by 12/31/2020 – LC update 09 Dec
  + New Planning Schedule
  + **Asked for any idea inputs ASAP (LC is collection POC)**
  + Targeting reduced press releases through end CY 2020, excluding ODA major PR
  + 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
* Transmit to Peregrine all sales inquiries and prospects – Complete/ Continuous Action
  + ZOHO confirmed as the vehicle for controlling the process – Reconfirm? (Confirmed)
    - Planned date for process in place/ TBD/ Update 09 Sept/ HA, LC - Update
* 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.

* **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**
* **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
    - Boeing informal feedback re ACA device (see need for ACA aerosol testing data below – HA
  + ACA Situation Update - WL
  + Track events to ID targets/ Update - **ALL**
  + 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