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| Meeting Date: | **26 AUG 2020** |
| Present: | D Rankin, K Gould, W Lumley, L Carlson, H Adams |
| Next meeting: | 19AUG20, 9AM MDT - **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
		- WIP/ FC lead, update as needed
		- **FC back in office next week – update expected on 02Sep Wkly ZOOM**
	+ Update and maintain with current and evolving announcements
		- EMB-120 short video link fix WIP/ FC ECD 07 Aug, Friday
		- **FC back in office next week – update expected on 02Sep Wkly ZOOM**
	+ Post press releases and news information to the website
		- WIP/ EMB-120 PR/ LC draft to be sent as soon as approved
			* Constant Contact + PR Contact List
		- Awaiting Worldwide approval of PR
		- **Need update as latest news is from 2019?**
	+ Incorporate Constant Contact “landing pages” to correlate the emailed message
		- Complete
	+ Webinar announcements and webinar archive
		- TBD/ Webinar DRAFT Plan – ECD update/ 12 Aug zoom/ LC, HA
			* Asked for any idea inputs ASAP (LC is collection POC)
	+ While maintaining and improving the current website, the new website will be active by 10/10/20
		- Schedule & milestone review, facelift & new, as required
		- DRAFT Plan WIP – update/ 26 Aug Zoom/ LC, HA
			* DRAFT agenda for brainstorming session/ 24 Aug/ FC
			* Brainstorming Session – All/ 27 Aug/ FC lead
		- **FC back in office next week – update expected on 02Sep Wkly ZOOM**
* At least monthly email campaigns (Constant Contact & LinkedIn) per agreed schedule
	+ DRAFT plan review, suggested topics, targeted dates for release
		- Draft plan WIP – update/ 26 Aug Zoom/ LC, HA
		- WIP – Need feedback from the group, so far
			* EMB, ODA, ACA, FDM, G150 Htr, TCAS 7.1, flt dk updates …
* Up to ten Press Releases per agreed schedule and as frequently as bi-weekly by 12/31/2020
	+ 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
	+ DRAFT plan review, suggested topics, target dates for PRs
		- DRAFT Plan WIP/ LC lead – update/ 12 Aug Zoom/ LC, HA
* Transmit to Peregrine all sales inquiries and prospects
	+ DRAFT Process, Timing
	+ ZOHO confirmed as the vehicle for controlling the process
	+ Planned date for process in place/ TBD/ Update 12 Aug/ HA, LC
* Where appropriate, arrange Zoom meetings with significant sales prospects
	+ As required

**Special Topics To Be Addressed**

* + Peregrine www site renovation and rebuild
		- Requirements capture, expectations discussion
		- Review strawman schedule for facelift & new build
	+ Reason for the added topic(s) and any special info to share with group; new developments, etc.
* **Special Topics**
	+ TCAS 7.1 – Mexico
		- 01 Jan 2022 Mandate Deadline
		- Contacts email blast to key aircraft type owner/ operators
			* Learjet, Hawker, Citation, EMB
			* LC lead/ using JetNet data base (JNDB)
				+ Complete – DB use is WIP/ LC
				+ Update 12 Aug Zoom/ LC
	+ ACA
		- DRAFT Briefing Complete/ HA lead – inputs as needed
		- Two key issues a challenge for ACA solution promotion
			* Large fleets require very long retrofit schedules
				+ Long term pandemic impacts, worldwide, even with vaccine, will likely provide more “runway” for the ACA solution/ TBC
			* Aerosolized virus testing/ update 12 Aug/ WL
				+ A Learjet medevac operator is willing to provide aircraft, flight expenses(?) for testing ACA

ACA feedback re process & expense coverage WIP

Update 12 Aug Zoom/ WL

* + - Regional airlines targets – Dropped by Major Airline Downsizing
			* Dropped regionals will likely compete on own operation
				+ ACA solution has good potential to differentiate
			* Track events to ID targets/ Update 12 Aug/ **ALL**
		- Learjet med evac operation potential customer
			* Medevac use may provide “proof statement”/ support sales efforts
			* Peregrine needs to provide aerosolized COVID-19 virus testing data
			* Contact ACA, secure feedback/ data
				+ WIP/ update 12 Aug Zoom/ WL
			* Secondary mkt research – ACA site, GPS site, scientific data
				+ WIP/ HA lead – Update 12 Aug Zoom, Info Distr As Available/ HA
				+ Foundation for white paper, possible Webinar(?)
		- TEXTRON/ Jake Biggs
			* WIP re discovery of areas where Peregrine may assist in aftermarket mods
			* Jake Biggs Zoom scheduled for 10 March
				+ Update 12 Aug Zoom & meeting report/ HA, LC