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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