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| Meeting Date: | **29 July 2020** |
| 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
		- WIP/ FC lead, update as needed
	+ Update and maintain with current and evolving announcements
		- EMB-120 short video link fix WIP/ FC ECD 31 July
	+ Post press releases and news information to the website
		- WIP/ EMB-120 PR/ LC draft to be sent 29 Jul for review
	+ Incorporate Constant Contact “landing pages” to correlate the emailed message
		- WIP/ LC, FC WIP update/ 05 Aug zoom
	+ Webinar announcements and webinar archive
		- TBD/ Webinar DRAFT Plan – ECD update/ 05 Aug zoom
	+ 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/ 05 Aug 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/ 05 Aug zoom
* 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
		- Initial PR contact list/ LC to be sent by 31 Jul for review, inputs
	+ DRAFT plan review, suggested topics, target dates for PRs
		- DRAFT Plan WIP/ LC lead – update/ 05 Aug zoom
* Transmit to Peregrine all sales inquiries and prospects
	+ DRAFT Process, Timing
	+ TBD – Update at 05 Aug zoom
* 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)
				+ WL to provide LC access to JNDB – 29 July 20
				+ LC process update – 05 Aug zoom
	+ ACA
		- DRAFT Briefing Complete/ HA lead – inputs as needed
			* Aerosolized virus testing TBD/ WL - need feedback from ACA
		- 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/ WL lead – update 05 Aug zoom
			* Secondary mkt research – ACA site, GPS site, scientific data
				+ WIP/ HA lead – ECD 05 Aug zoom
				+ Foundation for white paper, possible Webinar(?)