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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(?)