

Minutes

Meeting title: Event Planning Meeting

Date + Time: October 03 | 1:30 p.m.

Location: Conference room B, Xezfo

<p>Attendees:</p> <p>Josh Smith, Director of Marketing Jessica Taylor, Director of Finance Stephen Waylan, Associate</p>	<p>Agenda</p>
<p>Absentees:</p> <p>Jane White, Associate</p>	<p>Agenda item 1: What should our upcoming seminar title be?</p> <ul style="list-style-type: none">• The title should display and reinforce our expertise in the field.• It should maintain accurate brand representation.
<p>Decisions</p>	<p>Action items</p>
<p>Item 1:</p> <ul style="list-style-type: none">• Delegate brainstorming title ideas to the marketing team. <p>Item 2:</p> <ul style="list-style-type: none">• Maintain last year's guest speaker list and source one additional guest speaker.	<p>Item 1:</p> <ul style="list-style-type: none">• Stephen Waylan will oversee title brainstorming and shortlist three title finalists for the next meeting. <p>Item 2:</p> <ul style="list-style-type: none">• Jessica Taylor and Jane White will perform outreach to confirm existing guest speakers' availability and source one additional guest speaker.

Next meeting date:

October 21

Make It In Minutes

Shasha Hu



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