
Meeting called by:	Team	Type of meeting:	Going over feedback from David, feedback from Greg and Kim on content strategy, and reviewing deliverables for Amy and Becca tomorrow
Facilitator:	Helen – sets up zoom meetings Elaina – sets and tracks agenda	Note taker:	Elaina DeHoratius
Attendees:	Evelyn Teti, Damarah Brown, Elaina DeHoratius, Helen Sanders, Christine Williams, David Kaganovsky		
Please read:	Comments by David and Jacklin, updated site content by Elaina		
Please bring:	Questions/comments about site updates, current and upcoming deliverables, any updated docs		

Minutes

Agenda item:	Go over DPM, digital analysis, prototypes, and deliverables for Kim and Greg	Presenter:	Christine, Elaina, Damarah,
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Discussion:

- Went over site changes – all content changes by Elaina
- Discussed with team upcoming deliverables for content strategy due the 5th
- Discussed with team upcoming deliverables for budget and KPIs due the 12th
 - Helen no longer able to work on budget with Emma
- Went over specific feedback for DPM and digital analysis (David's comments/feedback) – received clarification
 - Went over prototype with David, wireframes we have, app functions, and upcoming video
- Discussed meeting following evening with Amy and Becca

Conclusions:

- Received feedback and clarification on deliverables (from David)
- Discussed who is responsible for which deliverables and when drafts should be finished for group feedback

ACTION ITEMS:

- Elaina and Christine work on KPIs
- Emma will be working on budget
- Helen is responsible for deck (meeting tomorrow)
- Prototype rough draft for meeting tomorrow