

**Meeting called by:** Team      **Type of meeting:** Going over next set of deliverables with Amy and Becca

**Facilitator:** Helen – sets up zoom meetings      **Note taker:** Elaina DeHoratius  
Elaina – sets and tracks agenda

**Attendees:** Evelyn Teti, Damarah Brown, Elaina DeHoratius, Helen Sanders, Christine Williams, Becca Zinn

**Please read:** Deliverables (due today)

**Please bring:** Questions/comments about site updates, current and upcoming deliverables, any updated docs

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***Minutes***

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**Agenda item:** Go over upcoming deliverables due tonight for Becca and Amy, review site updates by Elaina, and pitch deck by Helen      **Presenter:** Christine, Elaina, Damarah, Evelyn, Helen

**Discussion:**

- Went over site changes – all content changes by Elaina
- Discussed deliverables due today, prototype/wireframes, marketing channels, pitch deck

**Conclusions:**

- Have to do pitch deck (not ready for review)
- Have to update marketing channels – not completed
- Prototype – needs to be more in-depth and completed

**ACTION ITEMS:**

- Elaina/Helen will work on pitch deck
- Christine and Damarah will update prototype
- Evelyn and Christine will update marketing channels/campaign and content strategy