

DEPARTMENTAL MEETING AGENDA

FISCAL QUARTER Q3 - 2024

DEPARTMENT Marketing & Communications

DATE & TIME October 24, 2024 | 10:00 AM

LOCATION Conference Room B / Zoom

FACILITATOR Sarah Jenkins

NOTE TAKER David Chen

ATTENDEES All Staff

TIME	AGENDA ITEM	LEAD	DISCUSSION/NOTES
10:00 - 10:10	Review of Previous Minutes	S. Jenkins	Approve last month's action items.
10:10 - 10:40	Project Alpha Milestone Review	M. Thompson	Phase 2 completion status and blockers.
10:40 - 11:10	Budget Allocation YTD	L. Garcia	Reviewing departmental spend vs. forecast.
11:10 - 11:30	Open Floor / Q&A	Team	General inquiries and new business.
11:30 - 11:45	Action Item Summary	D. Chen	Confirm deadlines and owners.

Quorum Met
Deck Shared
Minutes Recorded
Calendar Updated

NEXT MEETING DATE: