**INTERNAL MEETING SUMMARY**

**OVERVIEW**

The meeting comes as a result of a monthly check-in; concerns were made over recent bugs that caused site issues last month, and moving forward with maintenance to ensure all bases are covered before the brand refresh release.

The team also discussed our partnership with OtakuCon, the basic planning block to ensure we have authors on standby, and what to do before the convention.

**Meeting Details**

* **Date & Time:** June 28, 2025 @ 10:00 AM CIT
* **Attendees:** James R, Jeffery D. Mary S, Sumar K. David S, Roy Z
  + **Location:** MS Teams, SailFin Headquarters; 1st Floor Conference Room (Mako)

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| **Artificial Intelligence with solid fill** | The following notes have been sourced through the team's recording transcript (**Teams uses AI to transcribe recordings)**, so they may have some mistakes. |
| **[End with solid fill](#G1)** | **The following steps/action items** are on this document's end. **Click the icon** or the **link below** to check out the [**Next Steps/Action Items**](#G1) section at the end of the document. |

**Key Discussion Points**

1. **Convention Planning – OtakuCon 2025**
2. James wanted to address plans for OtakuCon 2025, as this event is one of the most significant events the company participates in, and we are also a sponsor for the event.
3. Main discussion points involve fundraising and sponsors, in addition to confirmation of authors to send to handle the booth (as done for the last 5 years)
4. HR screening will be required, and background checks will be needed for any authors attending the event
5. An agreement was made that Jeffrey (who has attended the event since the first partnership) would handle the process and authors, as he is friends with the event coordinator.

**2. Scheduled Maintenance**

1. Janet has made note of the upcoming maintenance patch being set for this Thursday, although the team is prepared, she has concerns over recent bugs found in the last update
2. Sumar, who oversees production and site maintenance, acknowledges concerns about change but notes that any problems are understandable, but the team is aware of possible issues and has an exit strategy in the event of a crash
3. An agreement was made amongst meeting attendees to delay the update by 1 week to provide further time for research and identification of bugs that could cause issues.
4. Notes were made about future maintenance patches, site refresh sessions, and ensuring everything is in order and proper research has been conducted.
   1. It should be noted that the previous maintenance patch suffered a similar issue that caused the site to go down for 5 minutes.

**3. Upcoming Releases**

1. In coordination with the scheduled maintenance, concerns were also raised by Roy the site maintenance team leader that the progress delay would cause us to miss the release deadline for the website refresh.
2. Although reassurances were made that the deadline would still be hit,
   1. A unanimous decision (both silent and expressive) was noted during the meeting
3. David said, "If the bugs cause sites to go down, then how can we be sure that the brand refresh will be affected by bugs as well?"
4. Although there was a minor disagreement, a decision was made to begin bringing in other teams, with some working on bugs, research, and handling the workload, so that the refresh team can make sure everything is ready and the central point of focus.
5. David has agreed to take on the brand refresh task as well to ease the burden.

NEXT STEPS / ACTION ITEMS CONTINUED ON NEXT PAGE 🡪🡪🡪🡪🡪🡪🡪🡪