**Internal Meeting Summary**

**OVERVIEW**

The meeting serves as the company’s monthly check-in between leaders and senior management; 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 (Hybrid)
* **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 at the end of this document. **Click the icon** or the **link below** to check out [**Next Steps/Action Items**](#G1). |

**Key Discussion Points**

1. **Convention Planning – OtakuCon 2025**
2. Team 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. Need to send a list of authors and company sponsors who will handle and run our booth
4. HR screening will be required, and background checks will be needed for anyone attending the event on Sailfins behalf
5. Jeffrey (who has attended the event since the first partnership) will handle the process and authors, as he is friends with the event coordinator.

**2. Scheduled Maintenance**

1. Janet opened with a note/reminder of the upcoming maintenance patch being set for this Thursday, although the team is prepared, there are concerns over recent bugs found in the last update
2. Sumar acknowledged the concerns regarding the change but notes that there is always a chance to uncover more problems when applying patches, but
3. Team is aware of possible issues and plans to shut down site temporarily to minimize risk of crash.
   1. Team also has planned exit strategy that was approved by senior management,
4. An agreement was made amongst meeting attendees to delay the update by one week to provide further time for research and identification of bugs that could cause issues.
5. Additional points 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 problem that caused the site to go down for 5 minutes.

**3. Upcoming Releases**

1. Concerns were also raised regarding a possible delay that would cause us to miss the release deadline for the website refresh.
2. Reassurances were made that the deadline would still be hit
3. This decision was unanimous and both silent and expressive tones were noted during the meeting
4. 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?"
5. Although there was minor disagreement, a decision was made to begin bringing in other teams,
   1. Additional teams would be broken up 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.
   2. David has agreed to take on the brand refresh task as well to ease the burden.

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