A close up of text on a white surface

Description automatically generatedFriday the 3rd

Meeting

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* Meeting between all three of the marketing team
* Discuss what you will be doing that month
* Discuss Theme, Goals, Things need to be done marketing wise like events, etc.

Friday the 3rd Social Media

Doesn’t have to be same day since meeting before will be longer could make it Saturday

* Meeting between Yassine and Zayn
* Discuss social media plan
* What days you will post, what you will post, etc.

Friday the 10th

* Meeting between all three of the marketing team
* Quick check in Snigdha make sure social media team doesn’t have any obstacles
* Update from each person’s side about what they did the previous week

Friday the 10th Social Media

* Meeting between Yassine and Zayn continue planning the next month’s social media plan
* Discuss any updates if there are global movements just update based on week

Friday the 17th

* Meeting between all three of the marketing team
* Quick check in Snigdha make sure social media team doesn’t have any obstacles
* Update from each person’s side about what they did the previous week
* Snigdha discuss any updates from your side, if you want to pursue new client, etc.

Friday the 17th Social Media

* Meeting between Yassine and Zayn Finish planning next month’s social media plan
* Discuss any updates if there are global movements just update based on week

Friday the 24th

* Meeting between all three of the marketing team
* One week before meeting with Founders
* In depth update on what each of you have achieved up to that date
* Snigdha in depth discussion about what you did.
  + For example, if you made a marketing plan present it and get opinions
  + Make sure everyone is on the same page of what will be done the next month
* Zayn and Yassine
  + Present your social media plan
  + Collect opinion from Snigdha and make sure she is on the same page
* If anything needs to be adjusted fix it before the upcoming Friday

Friday the 24th Social Media (Optional)

* Meeting between Yassine and Zayn Finish discuss if anything needs to be fixed
* Fix it

Friday the 31st Meeting with founders

* Meet with founder
* Discuss next month’s plan
* Snigdha Present Plan in terms of marketing in general get us on the same page
* Yassine and Zayn run through the theme and posts that you will be posting

**Notes:**

* All these meetings will be taking place while still posting what you had planned from the month before
* Yassine and Zayn’s meetings do not have to be on the same day as the full team meeting but ideally it would be on Friday, or Saturday, or Sunday.
  + To give each person time to create the content that you will be presenting to the other in the next meeting
    - Yassine would have created a video show to Zayn
    - Zayn would have created posts show to Yassine
* For the month of July, roll out **16 total posts**
* **4 of those posts are videos**
* **This does not include stories. Post stories when needed.**