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| Meeting Summary: | **Meeting Name:**  **Meeting Code:** | Portfolio Meeting 07 – Marketing  S23 - MKT-007 |
| **Date:** | 02 July, 2023 |
| **Time:** | 08:00 PM – 08:40 PM |
| **ATTENDEES:** | * Amrit * Srivardhan (Minutes of the Meeting) | |
| **NON-ATTENDING INVITEES:** | * Anahita * Shoeb * Vishwakumari * Nina | |
| **AGENDA ITEMS:** | | |
| **AGENDA –**   * Task Discussion of Flyers * Linked In Learnings. * Discussion on change in event name. | | |

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| **DECISIONS MADE:** | | 1. **Task distribution:**  * Teaser Flyer Design – Vishwa Kumari. * Main Flyer Design – Srivardhan. * Reminder Flyer Design – Soheb.  1. **The person who designs the flyers is responsible for posting them on social media.** 2. **LinkedIn Learning Course (Developing cross cultural intelligence) must be completed.** 3. **Any Pending Learnings must be completed.** 4. **The event name is update as “Mastering the art of effective communication: Unlocking Success in Business ”.** | | |
| **ISSUES IDENTIFIED:** | | LinkedIn learning of last month were pending by a few candidates. | | |
| **FOLLOW-UP ACTION ITEMS** | | | | |
|  | **ITEM** | | **RESPONSIBLE PERSON(S)** | **TARGET DATE** |
| 1 | Teaser Flyer Posting | | Vishwa Kumari | July 7, 2023 |
| 2 | Main Event Flyer Posting | | Srivardhan | July 7, 2023 |
| 3 | Final Remainder Posting | | Soheb | July 11, 2023 |