9/21- meeting

9/19-9/20 – perfect content page, finish staging, set up todos for neal / shannon

* + Backed up STG blog using backup plug
    - Backed up real blog too
  + Sent over yoast info

5/16 – email to team

* + Staggin Blog is up - Blog - Create Staging area
    - Duplicate Current Blog

5-12 5/16 – Matt setting stuff up / working on Content pages

* + Blog - Create Staging area
    - Duplicate Current Blog
    - Send staging link
    - Set up Wordpress on staging blog
  + Content pages –
    - Made menu function
    - Added SVGs
    - Added valentines copy and links
    - styling

5/25 - Initial Meeting with team Matt, Shannon, and Neal

* + Define team member roles and responsibilities
    - Matt – Amp project manager / Spearheader: Construct roadmap, drive operation, develop Amp framework.
    - Shannon – Blog Expert / Content Manager: Produce and manage content and blog’s layout.
    - Neal – PHP assistance
  + Collect Notes on current blog status and upcoming blog changes
    - Notes
      * Shannon is considering possibility changing the entire theme or at least making changes
      * Will look at web producers for theme suggestions
  + Get Blog Account Information
    - Server / WordPress Password

5/15-5/16 – Google Workshop

* Conduct AMP research in limitations and solutions for TF
* Convert TF Gift Guide Page to Amp page
* Hook up Google analytics and GTM to AMP
* Blue host username
  + Username Teleflora.com
    - * + Other username - teleflo
  + Password: t0@]&)LKY%v0
  + Same password applies to the bluehost hosting overall.
* **ftp login.**
  + Host: blog.teleflora.com
  + User: [telefloraFTP@teleflora.com](mailto:telefloraFTP@teleflora.com)
  + Pass: T3l3fl0ra310!
* **Wordpress Credentials are:**
  + Login URL blog.teleflora.com/wp-login.php
  + Username: [esarkisov@teleflora.com](mailto:esarkisov@teleflora.com)
  + Password: t0@]&)LKY%v0
  + Username : meastman
  + Password : Lakers2020$
    - Wordpress teleflorastgblog.site
      * [meastman@teleflora.com](mailto:meastman@teleflora.com)
      * #T7f2r48E1!&J@AKYXjbMW!)

Rough TimeLine – <smb://lacnas.teleflora.org/departments/IABG/WebProduction_Teleflora/_AMP/_AMP_Notes/_TL_AMP_Blog.xlsx>

AMP’d Valentines gift guide demo (work in progress) -- <smb://lacnas.teleflora.org/departments/IABG/WebProduction_Teleflora/_AMP/demo/valentines.html>

Blog Stagging (work in progress) – <http://teleflorastgblog.site>

Blog Images [\\lacnas.teleflora.org\departments\IABG\ONLINE](file:///\\lacnas.teleflora.org\departments\IABG\ONLINE) MARKETING\SEO & SOCIAL MEDIA\SEO\BLOG - teleflora