# Minutes of Meeting

\*\*Minutes of Meeting (MoM)\*\*  
  
\*\*1. Meeting Title:\*\* Introduction to the 'Two-Minute Meetings' Internal Communication Initiative  
  
\*\*2. Date and Time:\*\* Not specified (Meeting held in the morning)  
  
\*\*3. Attendees:\*\*  
\* Leonard Peacore, Founder and Chair of the Board, Genoa Design International  
\* Erica Calein, Communications and Marketing Manager, Genoa Design International  
\* Eddie Howard, Director of Business Development, Genoa Design International  
  
\*\*4. Agenda:\*\*  
\* Introduce the upcoming 'Two-Minute Meetings' series.  
\* Discuss the format and objectives of the series.  
\* Outline the rationale for launching this initiative in the current work-from-home environment.  
  
\*\*5. Discussion Points:\*\*  
\* \*\*Introduction of 'Two-Minute Meetings' Series:\*\* Erica Calein introduced the upcoming 'Two-Minute Meetings' series, slated for rollout over the next several weeks. This series will feature short video snippets showcasing various managers and team members across different departments. The primary goal is to illustrate how employees are managing their work in the current remote environment and to share insights.  
\* \*\*Rationale for the Initiative:\*\* Eddie Howard explained the strategic importance of launching this series at the current time. He emphasized the need to demonstrate that business operations at Genoa are continuing effectively, highlight the significance of video conferencing for maintaining connectivity, and foster engagement with partners and internal teams. The series also aims to provide a personal glimpse into the daily lives of Genoa employees while working from home.  
  
\*\*6. Decisions Made:\*\*  
\* The 'Two-Minute Meetings' internal communication series will proceed as planned and be rolled out over the coming weeks.  
  
\*\*7. Next Steps / Follow-ups:\*\*  
\* The 'Two-Minute Meetings' series, featuring short interviews, will be launched and rolled out over the next few weeks.