# Summary

Here's a concise summary of the meeting:  
  
This meeting served as an introduction to a new "Two-Minute Meetings" series initiated by Genoa Design International, in response to the current work-from-home environment.  
  
\*\*Key Points Discussed:\*\*  
  
\* \*\*Purpose of the series:\*\* To provide short "snippets" into how Genoa's team members and managers across various departments are doing, adapting, and continuing their work during the remote work period.  
\* \*\*Content:\*\* The series will showcase how employees are performing their jobs, offer insights, and share a glimpse into their day-to-day lives at home (e.g., with pets).  
\* \*\*Rationale:\*\* To highlight that business operations are continuing, emphasize the importance of video conferencing and staying connected with partners and teams, and foster a sense of connection while everyone is working remotely.  
\* \*\*Participants:\*\* Leonard Peacore (Founder and Chair), Erica Calein (Communications and Marketing Manager), and Eddie Howard (Director of Business Development) introduced the initiative.  
  
\*\*Decisions Made:\*\*  
  
\* A "Two-Minute Meetings" video series will be rolled out over the next several weeks.  
  
\*\*Action Items:\*\*  
  
\* Erica Calein, as the Communications and Marketing Manager, will lead the rollout of the "Two-Minute Meetings" series.