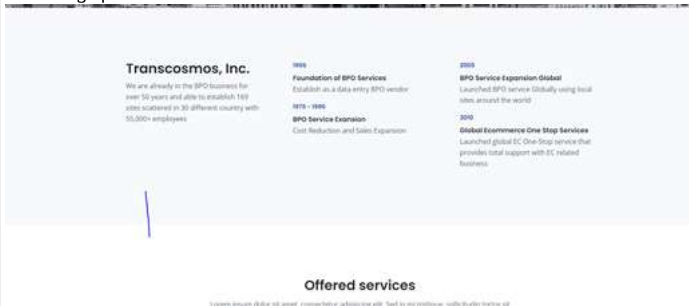
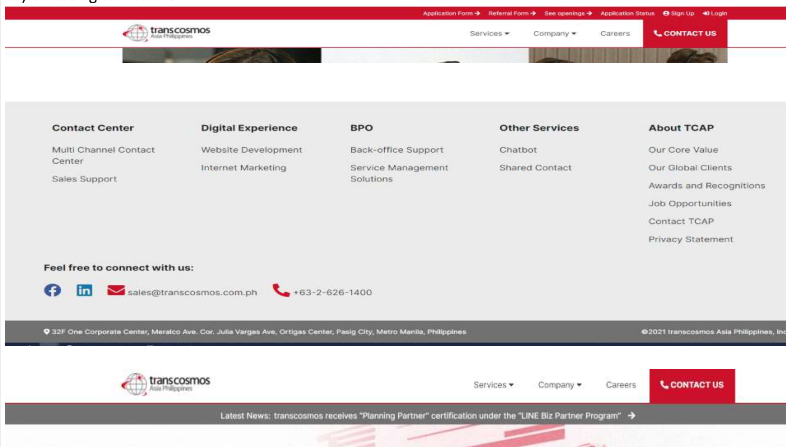



Action Needed	Accountable	Timeline	Status	Update as of Nov 11
White Paper Section	Marlon	TBD	Open	<p>To add 5 titles of white paper (5) that will lead requestor of file to a form asking thoeir info, email an marketing updates</p> 
Theme Color	Marlon	29-Nov-21	Open	<p>Kei-san comment to use TCAP website color pallet to have a uniform template Try to use lighter colors</p> 
Case Studies	Kei	29-Nov-21	Open	Will ask 3 case studies from Japan Sites permission to use
Case Studies Section	Marlon	29-Nov-21	Open	<p>To add case Studies Section 3 case studies Sample Content to add:</p> <ul style="list-style-type: none"> https://www.trans-cosmos.co.jp/english/bpo/corporate.html https://www.trans-cosmos.co.jp/english/global/offshore.html https://www.trans-cosmos.co.jp/english/bpo/businessProcess.html
Landing page Future improvement	Bryan	TBD	Open	<p>Concept from Transcosmos Thailand, for photo content and concept would be on our own first and creatives</p> <p>https://kamome.asia/job_search/110716/</p> 
TCAP T-shirt for marketing	Bryan/Kei	TBD	Open	Check design and pricing target is 50-100 Kei will do approvals and budget request to Hideki