

MEETING AGENDA

DATE THURSDAY, JUNE 1ST @6:30PM

LOCATION ZOOM

ATTENDEES

- Hannah Aljebreen
- Edgar Moctezuma
- Peter Dai Tran
- Stephanie Canahuati-Crowl

DISCUSSION

- Team introduction
- Determined best email and phone number for each member
- Created a google shared folder
- Drafted team name and mission statement
- Determined which software to use for the presentation
- Scheduled initial interview with client - Western Inn
- Started drafting interview questions

NOTES

- Meeting lasted approximately 30 minutes
- Team name: "Marketing Maestros"
- Team mission: "Our mission is to deliver innovative and impactful marketing solutions that drive growth, build brand loyalty, and exceed client expectations."
- Canva is the platform for the presentation

NEXT STEPS

- Edgar, Hannah and Stephanie will meet with Western Inn on Monday, June 5th at 11AM.
- Peter will share some interview questions he would like to ask
- Scheduled second meeting to debrief interview and discuss next steps

MEETING AGENDA

DATE TUESDAY, JUNE 6TH @6PM

LOCATION ZOOM

ATTENDEES

- Hannah Aljebreen
- Edgar Moctezuma
- Peter Dai Tran
- Stephanie Canahuati-Crowl

DISCUSSION

- Debrief on initial interview and shared pictures from the location
- Discussed on the main points we need to focus on
- Designated report content to each member
- Agreed that we should schedule an interview with Gloria - one of Western Inn's employees

NOTES

- Meeting lasted approximately 1 hour
- Looked at project report samples to determine which sections each member would be working on
- Discussed what information we would need Western Inn to provide us with

NEXT STEPS

- Scheduled third meeting to discuss progress status on report and findings

MEETING AGENDA

DATE SATURDAY, JUNE 10TH @10AM

LOCATION ZOOM

ATTENDEES

- Hannah Aljebreen
- Edgar Moctezuma
- Peter Dai Tran
- Stephanie Canahuati-Crowl

DISCUSSION

- Reviewed project report
- Identified additional customers we would like to have an interview with, such as Maria and a Church that hosts events at the hotel
- Looked at Western Inn's website and discussed improvements needed
- Edgar mentioned we could provide them with a deferred maintenance report and shared a contact that might be able to provide us and them with guidance on how to improve the website

NOTES

- Meeting lasted approximately 1 hour
- Reached out to Eric to schedule a meeting with Gloria

NEXT STEPS

- Schedule meeting with Gloria for Monday, June 12th
- Ask for Maria's contact information
- Write additional interview questions
- Schedule fourth meeting

MEETING AGENDA

DATE WEDNESDAY, JUNE 21ST @7PM

LOCATION ZOOM

ATTENDEES

- Hannah Aljebreen
- Edgar Moctezuma
- Peter Dai Tran
- Stephanie Canahuati-Crowl

DISCUSSION

- Debrief on interviews conducted the past week with Gloria, Mady, Deana, and Maria
- Discussed presentation strategy
- Went over information and pointed out missing points on final report
- Edgar shared his contact's input on Western Inn's website and what they would need to improve it
- Stephanie would edit and proofread the report and then share with the team for feedback
- Edgar would go back to Western Inn to take additional pictures of the room

NOTES

- Meeting lasted approximately 1 hour
- Gloria, Mady, and Deana shared good insight on their experience working at Western Inn
- Maria shared valuable notes on how we can further assist Western Inn in this project
- Noted that we should primarily focus on the first floor venues

NEXT STEPS

- Everyone will finish their portion on the report
- The whole team will make sure to provide any inputs on sections
- Hannah and Stephanie will work on the Canva presentation and share with Edgar and Peter for thoughts and comments

MEETING AGENDA

DATE SUNDAY, JUNE 25TH @10AM

LOCATION ZOOM

ATTENDEES

- Hannah Aljebreen
- Edgar Moctezuma
- Peter Dai Tran
- Stephanie Canahuati-Crowl

DISCUSSION

- Reviewed the report and presentation
- Added additional graphics to both
- Discussed presentation structure and delivery

NOTES

- Meeting lasted approximately 1.5 hours
- We determined recording the presentation through Zoom would be best
- We will submit all project items together
- Scheduled time and date to record our presentation

NEXT STEPS

- Finish editing presentation
- Finish and polish team log
- Practice and prepare for presentation