**Social Media**

* Change over info on Hootsuite
* Change info on Social Bros
* make sure login and password information are updated on the tracker
* Make sure all Facebook pages are managed by someone else

**Trademarks**

* Collect all trademark documents
* Create a shared folder in google drive to store all documents
* Check on if Canadian TRademark for CODE abandonment was received
* Share Hackworks TradeMark US confirmation with Patti
* Create Trademark Doc overview

**Email Marketing**

* Change Mailchimp Login and emails
* Clean up Lists
* Send an email out or a note showing where our old lists are kept
* Find place on google drive to store old lists

**Expenses**

* Hand in all expenses and make sure you get them covered on your pay cheque

**Hackworks Email Address**

**General**

Check Meetup Password