| **#** | **Task Name** | **Task Description** | **Assigned** | **Status** |
| --- | --- | --- | --- | --- |
| 1 | Event Graphic Request | Request made, cc'd on the email. | Alicia | Completed |
| 2 | Copyediting | Session description was reviewed by Steve Leland. Eventbrite page needs updating with the edited description. | Alicia | Completed |
| 3 | First Draft of Eventbrite Page | Added the first draft of the Eventbrite page. | Alicia | Completed |
| 4 | Initial Outlook Calendar Setup | Added Zoom meeting info, added Jen to the invite. | Alicia | Completed |
| 5 | Update Google Drive Folder | Update Google Drive folder with convening information. | Alicia | Completed |
| 6 | Speaker Bios and Headshots | Reach out to speakers to obtain their bios and headshots for the event. | Jen | Pending |
| 7 | Speaker Bio Copyediting | Once the speaker bios are received, send them to copyeditor before updating the Eventbrite page. | Alicia | Pending bio |
| 8 | Zoom Webinar/Meeting | Check with Linnie about availability of webinar feature on other CNM accounts. Event set as a meeting; consider using speaker view. | Michelle | Pending |
| 9 | Update Eventbrite Page | Update the Eventbrite page with speaker bios, headshots, and the event graphic once received. | Michelle | Pending |
| 10 | CNM Website Update | Contact David to add event to the CNM website once Eventbrite is finalized. | Michelle | Pending |
| 11 | Complete Outlook Calendar Setup | Add the speaker's email to the Zoom meeting invite once received. | Michelle | Pending |
| 12 | Event Promotion | Coordinate with Taylor for inclusion in the September E-blast and promotion on LinkedIn. Send special invite to those registered for the first Microsoft event. | Michelle | Pending |
| 13 | Coordination with Efrain | Discuss timing of E-blasts, promotional emails, and social media posts. | Michelle | Pending |
| 14 | Outreach to Previous Microsoft Attendees | Send outreach communication to previous Microsoft event attendees regarding the upcoming event. | Alicia | Pending event on website |
| 15 | Finalizing the Agenda and Content | Confirm final agenda, and all materials (e.g., presentations, handouts) are prepared and saved in Google Drive folder. | Michelle  Jen | Pending |
| 16 | Tech Check with Speakers | Ensure speakers are familiar with the Zoom platform, and have updated their Zoom. | Michelle | Pending |
| 17 | Participant Reminder Emails | Send out reminder emails to participants a few days before the event w/Zoom information. | Alicia | Pending |
| 18 | Post-Event Follow-Up | Thank you emails to speakers, distributing any materials or recordings, and collecting feedback or surveys from participants. | Alicia  Michelle |  |
| 19 | Backup Plan | Create contingency plan in case of technical issues, with an alternative way to contact participants or a backup Zoom link. | Alicia |  |