



# Inspired Meeting Minutes

Meeting Called by:	Jennifer Engel	Date:	08/18/2019
Facilitator:	Jennifer Engel	Time Begun:	5:15 a.m.
Norms:	<ul style="list-style-type: none"> <li>Show up on time.</li> <li>Be prepared.</li> <li>Have a positive-solution based attitude.</li> </ul>	Time Ended:	9:45 a.m.
Mission and Vision Statement:	To unlock, discover, and build a specific skill set in our customers so that they can build their own business and share it with their targeted audience.	Issue #	1

<b>Those in Attendance:</b>
Jennifer Engel

<b>Meeting Objective and how it supports the company's mission statement:</b>
<ol style="list-style-type: none"> <li>1. Set up tentative meeting dates to post on Meet Up.</li> <li>2. Create the Stories, Beliefs, and Perceptions: “Who Are You, How Do You Know, and Is it Who/What You Want It To Be?”</li> <li>3. Create the “Know Your Why: The Power of One Word” Lesson.</li> <li>4. Create a timeline for what else needs to get done for the business when - future agendas.</li> <li>5. Create a timeline for social media posts.</li> </ol> <p>These meeting objectives meet the company's mission statements because the first step in unlocking someone's full potential begins with someone knowing who they want to be vs. who people tell them they should be. Also, our why gives us drive to work on our potential as well as creates a state of attraction.</p>

<b>Steps to take to reach the objective: (Agenda Items)</b>
Step 1: <a href="#">Set up tentative meeting dates to post on Meet Up.</a>
Who was responsible? Jennifer (CEO)
What was done? 08/18/2019
What still needs to be done? Nothing

<b>Steps to take to reach the objective: (Agenda Items)</b>
Step 2: <a href="#">Create Stories, Perceptions and Beliefs</a> - Event Lesson and <a href="#">Social Media</a>
Who was responsible? Jennifer (CEO)
What was done? 08/18/2018
What still needs to be done? Create the actual social media videos and content and post on Youtube and the Website and other social media sites. Also get Large Post it Notes, Paper Bags, Markers, and Red and Green Cards. Buy Huge Post it Notes to Place at Tables - maybe an poster stand too? Write out information ahead of time.

<b>Steps to take to reach the objective: (Agenda Items)</b>
Step 3: <a href="#">Create the “Know Your Why: The Power of One Word” Lesson.</a>
Who was responsible? Jennifer (CEO)
What was done? The template was started
What still needs to be done? Finish the template and to-dos. Due (by mid October)

<b>Steps to take to reach the objective: (Agenda Items)</b>
Step 4: Create a timeline for what else needs to get done for the business when - future agendas.
Who was responsible? Jennifer (CEO)
What was done? 08/18/2019 - See below “Action for Next Meeting Items”

What still needs to be done? Nothing.

**Steps to take to reach the objective: (Agenda Items)**

Step 5: Create a timeline for social media posts.

Who was responsible? Jennifer (CEO)

What was done? Yes. [See on-line lesson plan](#)

What still needs to be done? Actually create the material and meet the dates on the lesson plan.

**Other Topics of Discussion:**

Create a time to do a run through before the actual event.

**Action Items for Next Meeting:**

Action	Who's responsible?	Due by and sent out by:
Create next agenda meeting template	Jennifer	
Review Banks	CFO - TBD	
Will review money collection	Jennifer	
Create a meeting checklist to be done at every meeting.	Jennifer Create, Editor check - TBD	
Create Business Cards	Jennifer, Editor to check TBD	
Create Google Forms with QR codes	Jennifer, Editor check TBD	
Create Landing Page & E-mail List	Jennifer, Editor check TBD	
Update Website	Jennifer, Editor check TBD	
Learning: Continue to Learn all aspects of Zoho	Jennifer and all business members TBD	

Research and Secure Venues	Event Coordinator TBD	
Review mission statement and Vision	All Members	
Review bi-laws	All Members	
Review finance Plan and Roles	All Members	

Next Meeting Date:	Time:	Place:
Saturday, August 24th	10:00 a.m.	Fox Build 11 East Main Street Saint Charles

Next Scheduled Event Goal Date:	On Track?	
September 28th	YES	NO

Reason:
All people are doing their part and meeting their goal and objective dates.

CEO: Jennifer M. Engel

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