



Inspired Meeting Minutes

Meeting Called by:	Jennifer Engel	Date:	01/25/2020
Facilitator:	Jennifer Engel	Time Begun:	10:00 a.m.
Norms:	<ul style="list-style-type: none">• Show up on time.• Be prepared.• Have a positive-solution based attitude.	Time Ended:	12:00 p.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 #	Volume 2, Issue 2

Those in Attendance:
Jennifer Engel

Meeting Objective and how it supports the company's mission statement:
<ol style="list-style-type: none">1. Review what has taken place since January 4th.2. Contacting an editor for the book - Fiverr.3. Publish tool 3: Flexible and Functional, and publish it to all social-media sites. <p>This supports our mission and vision statement because now the company has all it needs to begin and people who would like to support the company have various methods of doing so.</p>

Steps to take to reach the objective: (Agenda Items)
Step 1: Review what has taken place since January 4th.
Who was responsible? CEO
What was done? Uploaded Intro video, and Videos for Tool 1 & 2 - on track for publishing 1 tool per week on social media.
What still needs to be done? None - complete.

Steps to take to reach the objective: (Agenda Items)
Step 2: Contacting an editor for the book - Fiverr.
Who was responsible? CEO
What was done? E-mail sent
What still needs to be done? Follow up

Steps to take to reach the objective: (Agenda Items)
Step 3: Publish tool 3: Flexible and Functional, and publish it to all social-media sites.
Who was responsible? CEO
What was done? Video was made and published to Youtube, Linked In, Instagram, Patreon, posted on company's website, and on Facebook.
What still needs to be done? None - completed.

Next Priorities:
Next meeting: Create and post video 4
Who was responsible? CEO
What needs to be done? Create and published to Youtube, posted on the company's website, Linked In, Patreon, and on Facebook.

Other Topics of Discussion:
None

Action Items for Next Meeting:

Team Will check off and cross off as completed.

Action	Who's responsible?	Due by and sent out by:
Create next agenda meeting template	Jennifer	01/26/2020
Create Business Cards	Jennifer, Editor to check TBD	In progress
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	On going
Learning: Continue to Learn all aspects of Zoho	Jennifer and all business members TBD	
Continue to Learn about Stripe and Ticket Spice	Jennifer, CFO - TBD	On going
Research and Secure Venues	Event Coordinator TBD	In process and ongoing per each event.
Review mission statement and Vision	All Members	
Review bi-laws	All Members	
Review finance Plan and Roles	All Members	
Continue to check and update	CEO/ Media specialist? TBD	

social Media sites: website, Facebook, Instagram, Patreon, Meet UP		
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Next Meeting Date:	Time:	Place:
Saturday, February 1st , 2020	10:00 a.m.	Fox Build 11 East Main Street Saint Charles

Next Scheduled Event Goal Date:	On Track?		
End of March 2020 or early June?	YES	Maybe	NO

Reason:
Since there were still issues that still need to be figured out in regard to setting up a bank account and obtaining EIN and possible business licensure with the city, live and on-line work shops were pushed back until spring or early summer 2020.

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