Team Meeting -- Week # 16  
Date: 04/29/2020  
Time: 9:00pm to 10:00 pm  

**PROTOCOL** - Meeting only by Agenda

**Officers Team** (3 out of 5 Officers)
- Jai
- Swamy
- Padma
- ✓ Ram
- Pavithra

**EC Team** (5 out of 10 EC)
- Arun
- Mohan
- Prabhu
- ✓ Vinodh
- Poongodi
- Krithika
- Mahendran
- Shawn
- Shanker
- Raj

**Tech Team**
- ➢ Salesforce - Shawn
- 501c document sent but IRS document needed
- Business Requirement shared need to be finalized with the team
- Non disclosure Agreement to be followed up
- Venkat assigned Project Manager to start work
- Finalized draft to be shared to team
  - ➢ YouTube - Shawn to load
  - ➢ Thirukural Neram - to be loaded
- Mahendran & Raj creating videos
- Ram & Shawn managing the migration
- Thamizhe Amudhe Audios to be published to website through Podcast - Ram
- Sponsors information updated on website - Ram
- Clinic appointment online booking created - Ram

Thirukural neram - Mohan
  - 90 videos received so far
  - 36 videos posted so far
  - Athichudi Planning in progress

Kadhai Ketkalam Vanga - Poongodi
  - 3rd video to go out on Friday
  - Research on Genre done by Team

Thamizhe Amudhe - Jay
  - 90 + Attendees joined the zoom to view the program
  - Speakers planned and booked till June 2020

Women’s Day - Pavitra
  - May 3rd - To teachers
  - May 4th & 8th - GB Members
  - May 5th Ec Team/ BOD
  - May 6th - Doctors / Entrepreneurs
  - May 7th - Women Volunteers
  - May 9th- Thamizhe Amudhe Team
  - May 10th - Mother’s day- Sunday Galatta
  - Flyers - Ramya helped
  - Zoom links - Ram
  - Promos in process
  - Volunteers Promos
  - Dedication to all front line volunteers through COVID Times
  - EC members share videos
  - Krithika - Email communications to Principal and Vice Principal sent for videos / Chat Time
  - Poongodi - getting information from Tamizhe Amudhey

-- Fathers Day Planning

Swami Email to BOD
  - BOD to review the Email send - Chairman to send
  - CTA - MOU to be worked on
  - Sangam level MOU needed to be worked
  - Schools who has signed MOU will be affiliated
  - Schools who have not signed MOU will be non affiliated
  - Quarterly meetings to be added
Charity

➢ Please donate tinyurl.com/covid19-relief
➢ Canned/ Cooked food donation to Food4lives( 750 homeless people)
➢ Pizza delivered to Grady hospital frontliners( Lunch for 60 people)
➢ Home of hopes( Gwinnett shelter)- pizza delivered for lunch for around 50 people
➢ Grocery donation to Home of Hopes for 2 weeks( it covers 50 people every day)
➢ Food Pantry for refugees - Dry/ canned food items that we ordered for Clarkston community center( for 2 weeks).
➢ Planning to Offer-Hygiene and cleaning products to Jesse’s House( Domestic violence support) Planning to Provide - Meals for fire-fighters (Around 13 stations-Forysth county)
➢ Home of Hope -donated Pantry items (For 2 weeks) -
➢ pasta, pasta sauce, instant potatoes, canned fruit, female hygiene items, toiletries, fresh produce
➢ Hightower Food and Clothing donations Center - delivered Blankets, diapers, wipes and toiletry for a month.
➢ Anyone wants to donate, please join the helping hands.