

# CONFIDENTIAL

## Weekly team meeting

**Date:** April 7, 2020  
**Time (real):** 08:01 to 08:27  
**Duration:** 27 min.  
**Team:** Comnet  
**Folder:** Comnet  
**Leader:** Louis Turmel  
**Attendees:** Melanie Lessard, Louis Turmel, Monica Beudet, Erick Demers  
**Absentees:** Samuella Demanou  
**Room:** Conference Room



**Comnet Technologie Inc.**

37 Route du Président-Kennedy,  
Lévis, QC, Canada

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### 1. A Word from the Director General (08:01)

**Duration:** 3 min. **Planned time:** 5 min.  Louis Turmel

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### 2. Approval of the minutes of the previous meeting (08:03)

**Duration:** 1 min. **Planned time:** 5 min.

<https://comnet.beenote.io/comnet-corporo/minutes/5e8b1f7d222a74000155c22f>

[ Melanie and Erick approved the previous minutes

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### 3. Marketing (08:04)

**Duration:** 14 min. **Planned time:** 10 min.  Melanie Lessard

**Note:** Last week: (08:04)

- Editorial calendar: Social media planning in Buffer, writing, design and publication of a new blog: Teleworking because of the coronavirus? Beenote handles your meetings!

<https://www.beenote.io/en/remote-working-coronavirus-beenote-handles-your-meeting/>

**Note:** This week: (08:05)

- Modification of some specific pages on the website: Integration Pages

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## 4. Sales (08:17)

Duration: 8 min. Planned time: 10 min.  Monica Beaudet

**Note:** Last week: (08:18)

- Writing prospecting letters

**Note:** This week: (08:18)

- Writing a blog about the hidden cost of meetings.

**Task:** Add this blog in wordpress (08:18)

- Status: *Not started*
  - Assign to **Melanie Lessard**
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## 5. Technical Support (08:25)

Planned time: 10 min.  Samuella Demanou

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## 6. Follow-up of tasks (08:25)

Duration: 1 min. Planned time: 5 min.

**Task:** Design (08:25)

- Faire le visuel dans Canva
  - Status: *Completed*
  - Priority: 2
  - Due for **Wednesday April 8, 2020**
  - Assign to **Melanie Lessard**
  - Followed by **Monica Beaudet**
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## 7. Beenote development (08:25)

Duration: 3 min. Planned time: 5 min.  Erick Demers