

# DASB MARKETING & COMMUNICATIONS COMMITTEE

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AGENDA | [www.deanza.edu/dasb](http://www.deanza.edu/dasb) | <https://www.deanza.edu/dasb/committees/marketing/>

Recurring meeting every Monday | October 26th, 2020 | 11:00 AM- 12:00 PM

Zoom Meeting Link (no password):

<https://fhda-edu.zoom.us/j/4998077765>

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Chair of Committee: Kirana Rafli | Contact: [kiranarafli13@gmail.com](mailto:kiranarafli13@gmail.com) or [dasbmarketing@fhda.edu](mailto:dasbmarketing@fhda.edu)

## I. Call to Order

### A. Roll call of Marketing & Communication Committee

Senators	Present	Absent	Late	Excused
Kirana Rafli (Committee Chair)				
Britney Tran (Senator)				
Sam Lai (Senator)				
Fatema Kazi (Senator)				
Erin Zhong (Senator)				
Interns	Present	Absent	Late	Excused
Aki Baidya				
Claire Saul				
Wenyi Lin				

Guests:

## II. Approval of the Minutes

### **III. Public Announcements**

### **IV. Committee Announcements**

### **V. Business Items**

#### **1. Checkins:**

Time: 5 minutes

Presenter: All

This item is to discuss how Marketing members are doing and to introduce any possible new interns and prospective interns.

#### **2. Canvas Shell Template**

Time: 10 minutes

Presenter: Kirana, Fatema, and Britney

This item is to present Fatema's presentation materials for Wednesday and to give feedback on any changes we would like to make towards the Canvas Shell before presenting it to the senate on Wed.

#### **3. Newsletter Template + Platform**

Time: 10 minutes

Presenter: Aki, Sam, Kirana, and Claire

This item is to present and discuss Aki's findings or progress in terms of newsletter to the whole Marketing committee.

#### **4. Classroom Presentations and Materials**

Time: 5 minutes

Presenter: Fatema, Kirana, and Wenyi

This item is to discuss any ongoing work for classroom materials for DASB Promotion.

#### **5. Social Media work and upcoming post**

Time: 10 minutes

Presenter: All Social Media Team members

This item is to discuss further for roles and to create action items for each teams

#### **6. Recap**

Time: 2 minutes

Presenter: All

This item to discuss all the action items and todos outside of the meeting before we meet again next week.

## **V. Public Announcements**

## **VI. Adjournment**