

DASG MARKETING & COMMUNICATIONS COMMITTEE

AGENDA | www.deanza.edu/dasb | <https://www.deanza.edu/dasb/committees/marketing/>

Recurring meeting every Monday | May 3rd, 2021 | 10:30 AM

Zoom Meeting Link (no password): <https://fhda-edu.zoom.us/j/4998077765>

Chair of Committee: Kirana Rafli | **Contact:** kiranarafli13@gmail.com or dasbmarketing@fhda.edu

I. Call to Order

Kirana calls the meeting to order at 10:34 a.m.

A. Roll call of Marketing & Communication Committee

Senators	Present	Absent	Late	Excused
Kirana Rafli (Committee Chair)	X			
Jeffrey Kaspro	X			
Sunnie Chen	X			
Interns	Present	Absent	Late	Excused
Karin Davina	X			
Marcella Renata	X			
Wenyi Lin	X			
Serena Nguyen				X
Huy Bui	X			

Guests: Luke - Requirement for Senator, Erin - Prospective Senator: 1st Meeting, Mohamed - 1st Meeting

II. Approval of the Minutes

- Jeffery moved to approve the minutes from April 19th
 - Second by Sunnie

III. Public Announcements

IV. Committee Announcements

- Kirana: Jeffery is new and saved marketing from dying

V. Business Items

1. DISCUSSION: Microsoft Teams

Time: 15 minutes

Presenter: Kirana

Description: This item is to discuss Microsoft Teams software and the senate's new integration using this system for the whole committee.

- Kirana shares that vice president asked us to use Microsoft Teams
 - Kirana gives a tutorial on how to use Microsoft Teams
 - Kirana creates a team

2. Social Media Posting Schedules

Time: 10 minutes

Presenter: All

Description: This item is to discuss the progress and the workflow of the new social media managing system and see what's issued so we can improve overtime.

- Kirana asks if there are any complaints
 - Huy Bui shares that the coordination is fine
 - Wenyi says it it fine too
- Kirana asks social media team to commit to at least 1 post per week
- Karin asks for Huy Bui's email
- Renata and Karin made a post together
- Kirana suggests posting around 7pm (pst)
 - Remember to add location and hashtags
- Sunnie mentions to make sure emoji and fonts are American Disabilities Act (ADA) compliant

V. Public Announcements

VI. Adjournment

Kirana adjourns the meeting at 11:07 a.m.