# Marketing Department Weekly Status Meeting 9/8

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| **Agenda Item** | **Decisions** | **Actions** |
| Updating content on the website more frequently | * Change blog frequency to once a month. * Research syndicated content options | * Danielle to create new blog schedule by end of the week. * Terrell to research syndication options and report back at 9/23 meeting. |
| Booth at trade show | * Booth graphics need to be updated. | * Marc to prepare project plan and budget for 9/16 meeting. |
| Status of customer engagement survey | * None needed | * Terrell to present initial report of findings at next meeting. |
| New print materials vendor | * Due to time constraints, we will stick with current vendor for the next two months and research options for December’s newsletter. * Decision on new vendor needs to be made by Nov. 1. | * Caleb to create a 3-person team to meet separately for vendor selection process. |
| Accessibility of website | * Hire third-party evaluation service to make detailed recommendations for the site. | * Danielle to research possible vendors and report back at 9/23 meeting. |