

# 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 | Nov 23rd, 2020 | 11:00 AM

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)				
Katelyn Pan (Senator)				x
Interns	Present	Absent	Late	Excused
Aki Baidya				
Claire Saul				
Wenyi Lin				
Kenny Luk				
Huy Bui				
Taerim Kim				

Guests:

## II. Approval of the Minutes

### **III. Public Announcements**

### **IV. Committee Announcements**

### **V. Business Items**

#### **1. Check-ins**

**Time: 5 minutes**

**Presenter: All**

This item is to discuss how all Marketing committee members are doing and how they are holding up during these difficult times. This item is also to introduce any new interns or members.

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

**Time: 10 minutes**

**Presenter: Kirana, Britney, Fatema, Erin**

This item is to discuss further changes to make inside the canvas shell prototype and make final inputs.

#### **3. Office Hours and DASB Senate Prototype**

**Time: 10 minutes**

**Presenter: Casey Liang**

This item is to present a prototype which consists of scheduled office hours that will be distributed throughout social media platforms and a list of DASB Senate definitions of what and what can't senate help students with.

#### **4. Social Media Graphics**

**Time: 12 minutes**

**Presenter: Kirana**

This item is to present how to make graphics for most of DASB Socials and to guide possible Social Media managers.

#### **5. Newsletter Template**

**Time: 5 minutes**

**Presenter: Sam, Kirana, Aki, Katelyn, Claire**

This item is to discuss how the newsletter template will be like and the preparation for the release on how we will promote the Newsletter.

V. Public Announcements

VI. Adjournment