

## Bimonthly Tasks for October: Weeks 1-2

60 pts - Each department leader needs to show evidence of completion on or before October 18th. Tasks completed early can be turned in and verified at any time. It is the responsibility of each department leader to make sure that this is done. All members of the department will receive the same task points. All late work will be worth 1/2 credit.

### Communications Department

#### Task 1: Department & Leadership Meeting:

Make copies of this sheet and meet as a department and assign all tasks for the next 2 weeks and fill in task sheet with names. Turn in a copy of this Task Sheet for your department to the COO and teacher as soon as possible.

                     **5pts Evidence: Complete and turn into COO & Teacher**

Vice President of Communications

#### Task 2: Registering Your Company

Collect all the needed information for the registration. Finalized company name and get the incorporation information from your chief officers. Obtain the **Firm Budget Information** from the Chief Financial Officer and the accounting department. Update all areas on the Google doc before you copy the answers into the live form. When everything is complete in the Google doc, copy the information to the form and submit the application.

                     **15pts Evidence: Finished Registration → Share Google Doc with Teacher**

Employee Responsible

#### Task 3: Communications Secretary:

Assign an associate to be acting communications secretary to take notes at the leadership meeting each week. Following the meeting they will be required to type the finalized minutes of the meetings. Download the template for the **Meeting Minutes** from the **VEI Task Matrix** under **Chief Officers**. After the meeting minutes have been completed. Share the document with all leaders so that review them for approval at the next leadership meeting. Once the minutes have been reviewed, revised (if needed) and approved. Make any revisions and post a copy on the company bulletin board and send digital copies to all employees & your consultant through e-mail.

                     **10pts Evidence: October Leadership Meeting Minutes → Canvas October 1-2**

Employee Responsible

#### Task 4: Fountain Valley Business Exhibition:

You coordinate the attendance and packing for the event. All company employees as will be expected to attend this event on November 8th. Create a company permission form (see teacher for examples) and hand them out to all employees for parent permission. Collect the forms and keep them in a folder. Prepare a release form for the company employee and share that with your teacher. Finally, you will work with marketing to pack for the event. Download the Trade show packing List from the Task Matrix

                     **5pts Evidence: Creation & Collection of Attendance Forms - observed by teacher**

Employee Responsible

                     **5pts Evidence: Company Release Form → Canvas October 1-2**

Employee Responsible

#### Task 5: November Newsletter:

Each month your team will be designing and printing a company employee newsletter. Meet with your team and teacher to brainstorm ideas for the newsletter name and design. This name should be creative and be related to your company name or the products that you sell. Open and follow the Newsletter Guide found in the VE Matrix under Communications. This guide will give the general guidelines for all competitive newsletters. Use this as guide when planning what will be in the newsletter. The first issue of the newsletter will be the November Company Newsletter. Assign one person to design the newsletter cover and concept (see the classroom samples). The design should remain consistent throughout the year, with the articles and features changing from month to month. This newsletter will be 2 pages in length (front and back) See your coordinator to help you when you start with your design. You will be finishing the newsletter next task period.

                     **10pts Evidence: Name, Cover and Concept design → Canvas October 1-2**

Employee Responsible

#### Task 6: Company G-mail Account:

When the company registration has been approved, we will receive a Google account. `companyname.ca@veinternational.org` Update the password for your company so that it is the company name followed by your graduation year (ex. microsoft2019). Take the contacts you collected from the last task sheet and add them to the company contacts in Google. Create the following groups; group for each department and Chief Officers, Leadership, and all staff (including your teacher). In addition, go to the Google drive and add folders for each of the departments so they can save their work. Send an all company employees an email with the login information. Assign a team member to check the company email daily and manage the Google account.

                     **10pts Evidence: Google Contacts/Groups/folders completed (instructor observation)**

Employee Responsible