

Bimonthly Tasks for October: Weeks 1-2

60 pts - Each department leader needs to show evidence of completion on or before October 11th. 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
Vice President of Communications

Evidence: Complete and turn into COO & Teacher

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 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.

10pts **Evidence: Finished Registration → Share Google Doc with Teacher**
Name of who is 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
Name of who is responsible

Evidence: October Leadership Meeting Minutes → shared in Canvas

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 October 12th. 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
Name of who is responsible

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

5pts
Name of who is responsible

Evidence: Company Release Form → shared in Canvas

5pts
Vice President of Communication

Evidence: Packing for the event - observed by teacher

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 through 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
Name of who is responsible

Evidence: Name, Cover and Concept design → Canvas

Task 6: Company e-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)**
Name of who is responsible