**BLACK TEXT:** Just issued

**GREEN TEXT:** Completed

**RED TEXT:** Outstanding

**BLUE TEXT:** For discussion

**PURPLE TEXT:**  Working on

**NEW TODOs – FOR WEDNESDAY, NOV. 18, 2020**

1. Send over E-Book information if ready. Otherwise delay until next meeting.
2. Add social links to prkarma.com public facing.
3. Pitchboard layout – Under “00 – WEBSITE SECTIONS BROKEN DOWN > SECTION – Pitchboard Revised Nov 13 2020.
4. Fix blue question mark bubbles on Submit Step 2. Some are bigger than others.

**NEW TODOs – DISCUSSED THURSDAY NOV 18, 2020 > Check in for Monday, Nov. 23, 2020**

1. Final front page info (word doc) > Give to Dave to start
2. Social Feed pulls from start
3. Blue bubble bugging mikey.
4. Dave to add max upload file size of 20MB for files uploaded to cloud.
5. Dave to add max city distribution of 15 selections.
6. SSL Certificate $200 year
7. Business name: Karma News Inc., Karma Newsrooms Inc., Karma Newsroom Marketing Inc., Karma News Inc., PR Media Inc.. PR Communications Inc., (1) Karma Media Inc., (2) Karma Communications Inc. (3) Karma Marketing Inc.

**NEW TODOs – FOR THURSDAY NOV 12, 2020 > Check in for Wednesday, Nov. 18, 2020**

1. Final front page info (word doc) > Give to Dave to start
2. Give book to Dave – Dave to post book with pop-up registration after 10 seconds.
3. Favicon in favicon directory
4. Social Feed pulls from start
5. Blue bubble bugging mikey.
6. Dashboard cleanup (word doc)
7. On PRKarma.com homepage – set up so we are notified and stores a users email. We need to send a confirmation email for them to confirm they signed up.
8. Add phone number to contact us.
9. Dave to add max upload file size of 20MB for files uploaded to cloud.
10. Dave to add max city distribution of 15 selections.
11. Cut this chunk and paste into your website to have your newsroom appear in your website
12. SSL Certificate $200 year
13. Virtual office locations – Portland, OR and Hamilton, ON = $120 CDN
14. Business name: Karma News Inc., Karma Newsrooms Inc., Karma Newsroom Marketing Inc., Karma News Inc., PR Media Inc.. PR Communications Inc., (1) Karma Media Inc., (2) Karma Communications Inc. (3) Karma Marketing Inc.
15. Mail forwarding for confirming address might be a problem?

**CURRENT TODO’s START NOV 9 – CHECK IN NOV ?**

1. Add BUY NOW button to top Nav on <https://localdev.pr-karma.com/>
2. On <https://localdev.pr-karma.com> - Change current green to color code: #0073b0 if possible
3. Maybe add one of the logos to as well 😊
4. Set up social media accounts (Mikey )
5. Finish homepage text and layout (Mikey)
6. Photoshop in pricing page on home page (Mikey)

**CURRENT TODO’s START NOV 4 – CHECK IN NOV 9**

1. (DONE) - Setup Email & Email Accounts (facebook@, michael@, davey@, david@, contact\_us@, root@, instagram@, Twitter@)
2. - Setup Server
3. (DONE) - Tool to add sub-level categories to the existing top level categories. Perhaps, set up so I select the top level from drop down, then have a box that I can enter sub-level name?
4. (DONE) - Edit release – If you edit release twice, it doesn’t pull the last pending edit.
5. (DONE) – Review packages
6. (DONE) - Confirm davey ok with book designer

**QUESTIONS FOR DAVE – FOR CHECK IN NOV 11**

1. Check in > **Thursday** (Tuesday clean, wed shopping, Fri Richmond)