

## **LG Business Team - October 23**

[VIEW RECORDING - 100 mins \(No highlights\)](#)

[@0:00](#) - **Angel Adams**

just be I'm about to get to a certain time. going to say in the team I said she would join us for an hour every day.

I didn't say what hour. That's the fifth and fifth. And then Jordan said he would join when he can.

So I wanted to start by creating a agenda for the meeting. Like how we talked about earlier. I am.

I had to drop Camila. Off and. school. So I'm still driving right now.

[@1:06](#) - **James Lauderdale (the37208@gmail.com)**

Are you able to pick notes? Yes, yes. They said I'm a gym down. Are you on your computer? Yeah, yeah, this is loading.

**SCREEN SHARING: James started screen sharing - [WATCH](#)**

It knew💎 tear Sureship.esar Yeah. So I Okay.

[@2:14](#) - **Angel Adams**

Okay. Okay. I'm going to go off camera. I'll just drop it.

[@2:19](#) - **James Lauderdale (the37208@gmail.com)**

Okay. Yeah. Cool. Okay. Okay. Okay. Because is self Th uh come Okay. There. Okay. Okay. Sorry, my computer is a slow sometimes.

Okay, here we go.

[@4:49](#) - **Angel Adams**

Okay. So this is going to be a running agenda for the business management team.

[@4:56](#) - James Lauderdale (the37208@gmail.com)

Okay.

[@5:04](#) - Angel Adams

And we kind of need action items for all four of us. if you want to do it in like a graph form or whatever makes the most sense for you.

What's that? No, no, what you want to change? Okay, clearly don't lose here. Hello. Hello.

[@5:42](#) - James Lauderdale (the37208@gmail.com)

He got off the 730.

[@5:53](#) - Angel Adams

Then maybe yes, yes, we'll put put you first.

[@5:58](#) - James Lauderdale (the37208@gmail.com)

Oh. Oh.

[@6:00](#) - Angel Adams

And then Fatima and then me and then Jordan. So I should take your jacket off. What you think you are, big girl?

I should take your jacket off. Okay. Okay. So if you can create a few more rows, maybe about seven or eight more rows, and then create a to do list.

You see, you see Sadia? You say, huh? Did you speak? You say, huh? Okay. Okay. What should be this after term?

to put the file on. Andreas applied. Okay, that's perfect. And then created to do list. And then. If you want to start with the things that we talked about earlier, I'm going to add to it.

Okay.

[@7:50](#) - **James Lauderdale (the37208@gmail.com)**

Great. I was talking about.

[@7:52](#) - **Angel Adams**

I mean, um, between the eight in that one. That's probably what they probably. We signed it under like I guess she's saying you're a man I I signed for you my little name.

It was you my name. They know that already. Where are you going? I've arrived at James. James.

[@8:24](#) - **James Lauderdale (the37208@gmail.com)**

I'm going say I'm going to say James.

[@8:50](#) - **Angel Adams**

I'm to say Sheep of staff would just administrative assistance sign.

[@9:20](#) - **James Lauderdale (the37208@gmail.com)**

Okay. Young. Okay. So this is. So in terms of grants.

[@9:43](#) - **Angel Adams**

Hey, that one more time.

[@9:45](#) - **James Lauderdale (the37208@gmail.com)**

I said in terms of grants. We. Let me see. Let me see. Jordan. So Jordan is so transitioning right?

[@10:35](#) - **Angel Adams**

Not right now because I believe that he is at capacity truth told he was considering if he was going to be.

is Chapter president but I don't think he has the time.

[@10:50](#) - **James Lauderdale (the37208@gmail.com)**

Okay.

[@10:51](#) - **Angel Adams**

To make the commitment. I'll put it back. Thank you. Right now he's his title is Chief of Staff so he's helping make sure that the roles and responsibilities make sense.

IE, they leave it. Okay, well the responsibilities are in place.

[@11:31](#) - **James Lauderdale (the37208@gmail.com)**

Okay.

[@11:36](#) - **Angel Adams**

then under needed sort of a next the next title. Not under yourself from the next blank space. can just create a to do list and so we can start actually putting everything into one list and then we can.

And not there in the in the table, but underneath the table. And so everything that we talked about earlier things that need to get checked out the list, let's start creating a taboo list.

What I'm listening to, I'll be right back. So let's make a note that talks about what modes of communication that we're using.

So I see you're writing about the software. Just making sure that you're using the titles of the software so everybody's on the same page about what you're using.

What we're using. And what their use is for. with our used for work. We have talked about using Google Workspace, Google Chat, Google Docs.

[@14:11](#) - **James Lauderdale (the37208@gmail.com)**

Yeah. Yeah. Yeah.

[@14:22](#) - **Angel Adams**

Yeah. SPAT I-A-L.

[@15:00](#) - **James Lauderdale (the37208@gmail.com)**

Yeah, over. Is space shoe.

[@15:08](#) - **Angel Adams**

Yeah, I think.

[@15:09](#) - **James Lauderdale (the37208@gmail.com)**

Over. Over. Okay. Okay.

[@15:51](#) - **Angel Adams**

Well, the Oculus is the headset and the special at the app on the Oculus.

[@15:58](#) - James Lauderdale (the37208@gmail.com)

Okay.

[@16:00](#) - Angel Adams

Yeah, it's just a meetup space and on the list. No, she didn't. I didn't. I'll leave you, come here.

You're supposed to take me. I'm going to hold you. I would, I would take all of the applications that we're using and put it under its own.

Title for like applications so that it isn't fall under the technical. Technically doesn't fall under the to do list.

You know what I mean?

[@16:33](#) - James Lauderdale (the37208@gmail.com)

Oh, okay, right. Okay. So, um, okay, so besides the tech software, do you think we should have like a, what don't want to say project management thing, but like a timeline or something or?

[@17:20](#) - Angel Adams

Yeah, so there's the app called, uh, oh goodness, give me a sec, I know we can look it up.

[@17:30](#) - James Lauderdale (the37208@gmail.com)

Um, um, um, um, um, um, um, um, um, um, um, um, um, um, Oh, yeah, sorry. I got to actually leave it.

Yeah, need it. What? I got to. I'm the next one. I've seen a million. In the man. You ever heard that one?

Oh, you have. Okay. No, I mean, well, you you you saw me too. Wow. 10 minutes. I'm going I'm I'm I'm going go go I'm going to room.

I'm I'm the room. Oh, what's in that? Yeah. 장 메이크업 Sakitaka.

[@20:10](#) - **Angel Adams**

Okay. Okay. found it. It's called base camp.

[@20:13](#) - **James Lauderdale (the37208@gmail.com)**

Oh, yeah. Yeah.

[@20:16](#) - **Angel Adams**

It took me a while to find him. Like I can't think.

[@20:18](#) - **James Lauderdale (the37208@gmail.com)**

Good. A name. is.

[@20:23](#) - **Angel Adams**

For project management. Is that something that you.

[@20:27](#) - **James Lauderdale (the37208@gmail.com)**

Yeah. I've used it before.

[@20:33](#) - **Angel Adams**

Yeah.

[@20:35](#) - **James Lauderdale (the37208@gmail.com)**

me just. Yeah. Okay. Yeah. Um. Can Deborah what...? Oh, okay. Pricing. Um, why?

[@21:44](#) - **Angel Adams**

You put up for timeline. Would you want to say like project management?

[@21:52](#) - **James Lauderdale (the37208@gmail.com)**

Do you know the price of that? Is it expensive? Yeah. Let me see if they have a What It says base camp is \$15 a month No, I'm seeing to know anonymous I'm not sure what it says base camp per user ideal for freelancers startups or smaller teams.

[@22:27](#) - **Angel Adams**

Okay, good I was like wait a minute now Yeah, and then we can invite guests so like we could do like \$30 a month for two people Yeah, whoever's using it the most and then people can be invited to see it I don't necessarily need to make any internal adjustments Okay

[@23:13](#) - **James Lauderdale (the37208@gmail.com)**

Okay. That's not bad. Is that okay?

[@23:17](#) - **Angel Adams**

Do you want to put like a create like a table for priceless here too so that we can review it?

Okay.

[@23:26](#) - **James Lauderdale (the37208@gmail.com)**

Yeah, I actually, let me, um, you already have something that we can copy and paste with again. Yeah, okay.

Let see, um, you have actually, I gotta leave it 7 which we, um, get. How's the the earthship and everything?

There's lot of things that you don't think about. You can do it. There are the five thousand, two, two fishes and three, three loaves of bread.

For five loaves of bread, can't say any problem. There's fish in the living case. Alright. We're going to it.

[@25:02](#) - **Angel Adams**

No.

[@25:05](#) - **James Lauderdale (the37208@gmail.com)**

I'm going to Excel. It has a price. me.

[@25:34](#) - **Angel Adams**

Do you have an account for jazz HR?

[@25:44](#) - **James Lauderdale (the37208@gmail.com)**

Yes. Yes. um.

[@25:55](#) - **Angel Adams**

James.

[@25:56](#) - **James Lauderdale (the37208@gmail.com)**

James. Oh, yes. So yeah, so I was I need to um. Hmm. I probably need to like kind of show you all the platform.

Just kind of how it works. Everything then. Yeah, that's what was thinking. Probably as you all as well. So yeah.

[@26:20](#) - **Angel Adams**

Yeah. So let's can you add that on the to do list? For example, I go to the things that we just need to make sure that we track our tracking that we have gotten complete.

[@26:34](#) - **James Lauderdale (the37208@gmail.com)**

Yeah, I've got it. got it. Um, where is to wait? you start up. We'll just do this. If...

[@27:58](#) - **Angel Adams**

You're looking for it.

[@28:00](#) - **James Lauderdale (the37208@gmail.com)**

a To one one Oh. I think I just have to do it over again. I'm not sure why I don't have to.

[@28:52](#) - **Angel Adams**

Are you not able to find it?

[@28:55](#) - **James Lauderdale (the37208@gmail.com)**

Yeah, yeah. I'll just get it out. I'll just do it again.

[@29:02](#) - **Angel Adams**

Okay, where was the last time you remember having it though?

[@29:07](#) - **James Lauderdale (the37208@gmail.com)**

I thought it was in the LG ecosystem.

[@29:17](#) - **Angel Adams**

Was it on revenue streams by chance?

[@29:24](#) - **James Lauderdale (the37208@gmail.com)**

Obviously, maybe. Or it could have been. Or it could have been. With the conversation I had with woke. Let's see.

You okay okay Let me look in one more place.

[@30:53](#) - **Angel Adams**

Okay. Thank you, Tom. you. Thank you.

[@31:00](#) - **James Lauderdale (the37208@gmail.com)**

you Hmm OK this one Oh absurd I be under Okay, look for here in the last place. What is happening?

Okay. Okay. Okay. So what what all in the 30 minutes we have left. What all did you want to discuss or accomplish?

[@33:40](#) - **Angel Adams**

So I want to make sure that we are finishing the agenda for the week. So we know all the things that we need to get accomplished from day to day.

[@33:53](#) - James Lauderdale (the37208@gmail.com)

This is for the week.

[@33:55](#) - Angel Adams

This is for the week.

[@33:56](#) - James Lauderdale (the37208@gmail.com)

Yes.

[@33:57](#) - Angel Adams

So it's okay. do listen. I'm going be everything that we're doing that we need to accomplish this week.

[@34:08](#) - James Lauderdale (the37208@gmail.com)

Okay. Yeah.

[@34:21](#) - Angel Adams

So I was saying, did you, can you write down what you remembered from earlier?

[@34:25](#) - James Lauderdale (the37208@gmail.com)

I know you had asked for it. I think I did do make so.

[@34:50](#) - Angel Adams

You said hold on.

[@34:57](#) - **James Lauderdale (the37208@gmail.com)**

I'm just trying to. I guess this project numbers. Oh, yeah. So, were we still going to pursue friends of LG or worry?

No, anyway.

[@35:35](#) - **Angel Adams**

You mean like the campaign?

[@35:40](#) - **James Lauderdale (the37208@gmail.com)**

Yes.

[@35:42](#) - **Angel Adams**

Yeah, we're already in it.

[@35:44](#) - **James Lauderdale (the37208@gmail.com)**

Okay.

[@36:00](#) - **Angel Adams**

The only thing that I need to have that we don't have is, well, I could use PayPal, but just having recurring payments come through for all of our friends because they're kind of making payments at their leisure because there's no, no, like a current, recurring, recurring, like app or system that we're using.

No, no.

[@36:36](#) - James Lauderdale (the37208@gmail.com)

Wait, we, we, we, just talked to you, I'm sorry.

[@36:44](#) - Angel Adams

you're out.

[@36:48](#) - James Lauderdale (the37208@gmail.com)

Yeah. Let me try. Yeah. Let me try and close. At least I can. So, yeah. Oh. Okay. Okay. Um, I'm not sure if it's on here.

Okay. Okay. So yeah, but so for. I do remember that the total for the software. Where um was that a thousand?

[@38:08](#) - Angel Adams

Is that a e? Huh?

[@38:13](#) - James Lauderdale (the37208@gmail.com)

Yeah, yeah, a year so I'm trying to, and they have included like a 304 accounts I'm trying to remember.

Yeah, because one I think was 45. I think that was like one account.

[@38:34](#) - Angel Adams

It's about like.

[@38:44](#) - James Lauderdale (the37208@gmail.com)

Let me see, because gusto. So with gusto it was um. They do like a, what is it like a flat rate?

So they do like zero. \$0 for first six months for contractors.

[@39:18](#) - **Angel Adams**

Okay.

[@39:22](#) - **James Lauderdale (the37208@gmail.com)**

And then, uh, but then like plus, uh, plus, I think it's \$6. \$1.00 month per contract. So now that's good.

And then, uh, zero is, I just, I remember this is just a, this right now. Uh. 15. For the starter whatever 15 of mine.

And so G, I'm after I'm just looking at.

[@40:24](#) - **Angel Adams**

Well, if you don't mind can we come back to that portion of it and at least get our to do list.

Our items for our to do list going so that we have it and we can already visit it when.

[@40:44](#) - **James Lauderdale (the37208@gmail.com)**

Okay. Yeah, yeah. I do have a question about the hiring. So, do we basically have all of the people that we need, like, pretty much, or do we have to look for more people?

[@41:15](#) - **Angel Adams**

You mean for the ecosystem?

[@41:20](#) - **James Lauderdale (the37208@gmail.com)**

Things of contractors like the artists and everybody that is here to get the job done.

[@41:27](#) - **Angel Adams**

Oh yeah, we've got a higher, a full team of people.

[@41:32](#) - **James Lauderdale (the37208@gmail.com)**

So we have to hire you? Okay.

[@41:34](#) - **Angel Adams**

Yeah, have time. Okay, yeah.

[@41:36](#) - **James Lauderdale (the37208@gmail.com)**

So, all right, gotcha. Yeah, okay. So, yeah. This is... So, this one, says 50 a month. And it could be less because...

Maybe. Um, there may have been a. Well, anyway, let's just move on. Okay. Okay. All right. Okay. So more of the agenda.

Okay. Okay. Um. What else do we need to tackle?

[@42:45](#) - **Angel Adams**

Um, just getting everything down on the to do list that we talked about earlier. Then you see get done this week.

[@43:00](#) - **James Lauderdale (the37208@gmail.com)**

So I'm going apologize because it's been a little bit of a long day. If you just like.

[@43:09](#) - **Angel Adams**

I'm bullet pointed.

[@43:12](#) - **James Lauderdale (the37208@gmail.com)**

Yeah, it might refresh my memory.

[@43:15](#) - **Angel Adams**

Okay, we need to have budgets for each grant.

[@43:21](#) - **James Lauderdale (the37208@gmail.com)**

Okay.

[@43:25](#) - **Angel Adams**

Let me know you know we're ready for the next one. Next bullet.

[@43:29](#) - **James Lauderdale (the37208@gmail.com)**

Yeah, yeah. Okay. Okay.

[@43:36](#) - **Angel Adams**

You said you're ready. Sorry, because I'm on the phones. I can't see the screen right now.

[@43:43](#) - **James Lauderdale (the37208@gmail.com)**

Okay. It's all good.

[@43:45](#) - **Angel Adams**

Okay. Okay. We need to. We need to hire their production team, but not but and the engagement marketing director is going to be the first person that we hire.

And that means that we need to have their role in responsibility and responsibilities in place. The handbook for their orientation needs to be in place.

And for charter members and chapter members, well, for every member, we need to have the qualifications to be a member in the process for membership.

And what their role in responsibilities until membership. And all three of those are going to be separate. So higher production team will be its own bullet point, engagement, marketing director hire will be its own bullet point, and then have the handbook done.

It's going to be its own bullet point.

[@45:05](#) - **James Lauderdale (the37208@gmail.com)**

So, so full of handbook because I honestly thought that Fatima was the engagement of the director. So, okay.

[@45:24](#) - **Angel Adams**

He's stepping in the roller sheet for staff at some point.

[@45:28](#) - **James Lauderdale (the37208@gmail.com)**

Okay, so because what I've, what I had this site, it was just like a house like, basically, what you were saying, all things LG, I had already made a handbook of folder and so I just shared that with her along with all the food drive.

Right.

[@45:51](#) - **Angel Adams**

But it's good or well, it just needs to be formalized and approved and we need some time. Formification and approval process.

[@46:03](#) - James Lauderdale (the37208@gmail.com)

For everything we do.

[@46:05](#) - Angel Adams

I don't know if that's like a ping on email. Well, no, no, no, no, I don't want to do that.

like, whatever the process is going to be, just need to create, formulate that process. And then we need to, we need to, oh goodness, I forgot, I forgot that thought.

lost my dream of talking like this. can you one second? Okay. Formization and approval process needed for, okay, approval process needed.

Um, with said handbook. Okay, so let's prioritize these. Things. Or. So, SOPs need to be reviewed and approved as well.

[@47:12](#) - James Lauderdale (the37208@gmail.com)

Okay.

[@47:14](#) - Angel Adams

I don't know if we finished all of them from this summer, but we're about to step into them. So, we need to make sure that we have those.

We did.

[@47:24](#) - James Lauderdale (the37208@gmail.com)

Okay. And so, for that, I can actually, I'm supposed to be able to upload the SOPs, insurgize HR to kind of help with like the hiring template and all that.

[@47:45](#) - Angel Adams

Okay.

[@47:46](#) - **James Lauderdale (the37208@gmail.com)**

But we need to make a list of all the new roles that will be added to the ecosystem to support the grants.

Okay.

[@47:57](#) - **Angel Adams**

Yes. Yes. It like, is this something we got onto our website or like, indeed, like, how does it work?

[@48:09](#) - **James Lauderdale (the37208@gmail.com)**

Right. Add to the website. Um, oh, okay. Got to. Um, what a, let me, let me see. Job posting and syndication.

Uh, post up to three jobs at once. Um, let me see.

[@48:33](#) - **Angel Adams**

post them where? Like, where does it go?

[@48:38](#) - **James Lauderdale (the37208@gmail.com)**

Um, I guess like, LinkedIn job, um, the job, like, you, you have the option of posting it, like, publicly or or privately.

Um, so, let me think, so I went in. I think it's in a course like job recruiter or I can't think sorry.

You know the job search websites indeed.com, monster.com. Yeah.

[@49:20](#) - **Angel Adams**

Okay, where I see. Okay. that sounds good. This is a good list for a week. One, do you think we can get all these things knocked up our list in the next five days?

[@49:48](#) - **James Lauderdale (the37208@gmail.com)**

The higher. And on a.

[@49:52](#) - **fatima**

Um, delegate. To each of us.

[@50:00](#) - **Angel Adams**

Hello?

[@50:03](#) - **fatima**

Yeah.

[@50:05](#) - **Angel Adams**

Hey.

[@50:07](#) - **fatima**

Hey.

[@50:09](#) - **James Lauderdale (the37208@gmail.com)**

Hey. Sorry.

[@50:12](#) - **Angel Adams**

I didn't hear you come over. heard somebody talking.

[@50:15](#) - **fatima**

like, my own phone was on I've been on phone for a while. Yeah. If you want to do you want to delegate past?

[@50:29](#) - **Angel Adams**

Yeah. So that's my role. Once he scrolls up, you can see that you can see our roles in the table.

And so right now we're building out of to-do list. And then we're going back to delegate.

[@50:48](#) - **fatima**

Yeah. Okay. No, I know. I just thought the list was finished.

[@50:53](#) - **Angel Adams**

I wanted- Well, I was asking- I was asking James. James, if you spoke like we could get all of the those things done within the next five days or like can we add more things or do you like those too many things or it's just the right amount of things.

[@51:11](#) - **James Lauderdale (the37208@gmail.com)**

So we've been certain for an occasion marketing the right to do. I guess the so that what let's just look okay so the handbook is it's uh in one's voters that means it proves.

[@51:33](#) - **Angel Adams**

Well it needs to be formalized first which means it needs to be in some type of format.

[@51:40](#) - **James Lauderdale (the37208@gmail.com)**

So like in the ultimate or the thing oh so okay so so basically you're saying that you want it why one document or something like that right or okay right just it needs to be a handbook.

But it should be printable. Okay printable. Yeah, that's With like a table of contents Yeah, that that's why I started on it was just Okay, oh, I will work on it So I'm saying So yeah, go ahead go ahead Oh no chapter charter members I think I didn't write everything Was it their Rose and responsibilities Or so it's gonna be an update at MOU for the year 2024 You

[@53:00](#) - **Angel Adams**

Okay, I love it. Let me pause right there. Fatima, did you have a question or a comment right there?

[@53:09](#) - **fatima**

None. I'm just waiting for a delegation.

[@53:12](#) - **Angel Adams**

Okay, so when you saw the handbook, it's really based on the to-do list that you see, what are things that you feel like you can put on your to-do list and get done by the week for Tama?

[@53:27](#) - **fatima**

The budget's the handbook. I haven't seen, I couldn't review the SOPs. I haven't seen them yet. If you at least want to send me James a rough draft of what the SOPs that you went over, I

[@54:00](#) - **James Lauderdale (the37208@gmail.com)**

can formalize them.

[@54:02](#) - **fatima**

Even if you take a picture of a piece of paper of notes. I can put it in a formal content.

[@54:13](#) - **Angel Adams**

I remember what all that in the last episode.

[@54:17](#) - **fatima**

that's all I can do.

[@54:19](#) - **Angel Adams**

I remember what that last thought was, y'all, right before, um, uh, just like, let's just wrap up the, the to do list.

It was deliverables from each individual person of their commitment and what the request is as a, um, business team member for Liberty Grounds.

And so everyone would have essentially have a MOU and a set of deliverables of like, understanding what their expectations for the role and responsibility.

So James, if we can add that to the to do list. And then Fatima, if you can take that on.

[@55:03](#) - **James Lauderdale (the37208@gmail.com)**

Okay. Okay. Okay.

[@55:20](#) - **Angel Adams**

I'll create the timeline for projects.

[@55:24](#) - **James Lauderdale (the37208@gmail.com)**

Okay.

[@55:25](#) - **Angel Adams**

And James, if you can work on the MOU for charter and chapter members.

[@55:34](#) - **James Lauderdale (the37208@gmail.com)**

And is. Is this, um, let's see. Where could I find the original MOU? Uh, Um, this is like, um, all you have to chapter.

I guess, or.

[@55:54](#) - **Angel Adams**

Are you asking where, where is the original MOU? Yes, okay, I Can send you I mean to it so you But it should be under chat chapter membership Or on boarding it should be an on boarding documents older did have you had an opportunity to rearrange the Google Drive for what makes it?

[@56:28](#) - **James Lauderdale (the37208@gmail.com)**

That's what you said You said you didn't hear what I said Sorry James I couldn't hear you Yeah, sorry my computer is slow and I actually have Get off light FEMA or you

at your computer or is that an option or leave me here?

[@57:13](#) - **fatima**

What do you need James? You were lagging.

[@57:20](#) - **James Lauderdale (the37208@gmail.com)**

Okay, yeah, sorry about that. are you at your computer?

[@57:32](#) - **fatima**

I'm not, but I can be what do you need?

[@57:38](#) - **James Lauderdale (the37208@gmail.com)**

Okay. Um, so I don't got to get off the mic. Three minutes. And I think you didn't work all day though.

Sorry. I don't want to overburden you. Okay. Yeah.

[@58:06](#) - **fatima**

So this is actually trying to do.

[@58:12](#) - **James Lauderdale (the37208@gmail.com)**

So, so this is supposed to be in. Kind of a view. you I'm going to start game.

[@59:39](#) - **Angel Adams**

What were you trying to do?

[@59:41](#) - **James Lauderdale (the37208@gmail.com)**

Okay, so for some reason it didn't I don't think it saved in the Google drive at least I'm not seeing it that's something just trying to measure.

minutes. Okay. One second please. Oh, that's why I saved you the wrong place. No one did. Okay. Okay. So.

Oh, that's why that's why. Okay, that is why. So then I think take. I'm just actually create a gender.

Okay, there we go. So let me just check that. Okay, great, great. It's there. Yes, so let me actually share this with you.

Oh, okay, so you're well. Okay. Okay. So I just stared it with you all again, the documents. Sorry, I have to leave this meeting.

But it'll be up here.

[@1:03:26](#) - **Angel Adams**

Okay. How did you secure the document? Hello? James.

[@1:03:44](#) - **James Lauderdale (the37208@gmail.com)**

Yeah. Oh, sorry.

[@1:03:45](#) - **Angel Adams**

Yeah. How did you share the document?

[@1:03:48](#) - **James Lauderdale (the37208@gmail.com)**

Email. No.

[@1:03:50](#) - **Angel Adams**

No, I'm saying I didn't go and I go good drive.

[@1:03:53](#) - **James Lauderdale (the37208@gmail.com)**

Yes. Yes. Yes. it is. If you go to... Oh, no. Okay, under the new Liberty Browns Google Drive, if you go to Executive National Leadership and then Business Management.

So it should be the first folder agenda, agenda for Business Management team. All right. So much. Okay. Got it.

Okay.

[@1:04:37](#) - **Angel Adams**

Cool. All right.

[@1:04:38](#) - **James Lauderdale (the37208@gmail.com)**

Thank you. All right.

[@1:04:39](#) - **Angel Adams**

Sure. All right.

[@1:04:40](#) - **James Lauderdale (the37208@gmail.com)**

Please.

[@1:04:48](#) - **Angel Adams**

Okay.

[@1:04:49](#) - **fatima**

Fatima. Hey. I have it up. I can share my stuff. I'm if they let you do it on the phone.

Yeah. It does. Oh, who's the host?

[@1:05:03](#) - **Angel Adams**

It might have made me the host.

[@1:05:05](#) - **fatima**

Okay. Okay.

[@1:05:31](#) - **Angel Adams**

Okay.

[@1:05:34](#) - **fatima**

I don't know. Can he hear us to switch the host?

[@1:05:43](#) - **Angel Adams**

James, can you switch the host over?

[@1:05:54](#) - **fatima**

I don't think he could hear us. Okay. Thank you.

[@1:06:05](#) - **Angel Adams**

Okay. I just texted him.

[@1:06:08](#) - **fatima**

Okay.

[@1:06:08](#) - **Angel Adams**

Okay. And in the meantime, did you have any questions? Okay. Do you feel like this is a list that we can tackle in the next?

[@1:06:40](#) - **fatima**

Yes. I was tell you I will be on the calls for today and tomorrow. And then Wednesday and Thursday.

I'll take my hours to get those documents in order.

[@1:06:56](#) - **Angel Adams**

And Friday's meeting.

[@1:07:00](#) - **fatima**

can have them for us to review if that's okay with you.

[@1:07:03](#) - **Angel Adams**

Okay, I know James put on there engagement marketing director higher production team higher, but we need to have a hiring process.

[@1:07:13](#) - **fatima**

Oh, okay, so I can do those.

[@1:07:15](#) - **Angel Adams**

Okay, and then we need to establish who is going to be doing what part of the process like creating we haven't done any indeed accounts.

You know, we don't have any accounts with anyone.

[@1:07:32](#) - **fatima**

Right.

[@1:07:33](#) - **Angel Adams**

So we need to figure out that piece of it from beginning to end.

[@1:07:38](#) - **fatima**

Right.

[@1:07:41](#) - **Angel Adams**

We don't have an HR person. Technically, Chief of Staff is the HR person. Right, which would be Jordan, which would be Jordan.

And it's starting to seem like he might not have the capacity for any of that.

[@1:07:57](#) - **fatima**

Right.

[@1:08:00](#) - **Angel Adams**

That means we need to hire an HR person's fires before we begin anything else. Because that person has to know the ends and outs of the SOP, the entire process.

[@1:08:14](#) - **fatima**

Let me know what you're. I what? I said, let me know with what you all. Because that is correct.

[@1:08:22](#) - **Angel Adams**

I mean, right. So that's, that's what I'm saying. We would at least need to start here and hire that person.

I have a Maya, who is with the Gavinham goddesses, sister friend, and does an R, which she can maybe fall into that place until we have more of a budget to really pull, you know, pull from.

I can call and ask her. Because I can do it, but I also don't have the capacity for it.

[@1:08:49](#) - **fatima**

Because I've already, I've already done a lot of that. The other stuff that you, because I know I have other things to do for LG.

So I don't, I, I learn my lesson. In the first time, I'm not fighting off more than I could.

[@1:09:03](#) - **Angel Adams**

Yeah, that's it. And I do the same.

[@1:09:06](#) - **fatima**

That's why, you know, that's it. Right, right. I'm like, I'm not going to fight off more than I could do.

I know I can't do HR and other stuff.

[@1:09:15](#) - **Angel Adams**

Right. So we need to put that so you have access to the list. You have access to the document right now.

[@1:09:23](#) - **fatima**

So you can you add that to the list? Yeah.

[@1:09:27](#) - **Angel Adams**

And then just make any more notes on there to help create clarity for someone who's up one. I was seeing the, you can see the list or was not a part of the conversation.

[@1:09:38](#) - **fatima**

All right. Hi HR manager. And I'm going to put the handbook on hold on production team. Create.

[@1:09:50](#) - **Angel Adams**

All those responsibilities. I see.

[@1:10:00](#) - **fatima**

feature. There we go.

[@1:10:06](#) - **Angel Adams**

Okay, so will you have any, will you be able to do anything between today and tomorrow's meeting?

[@1:10:13](#) - **fatima**

No.

[@1:10:15](#) - **Angel Adams**

Say it.

[@1:10:16](#) - **fatima**

You said yes. No.

[@1:10:18](#) - **Angel Adams**

Okay.

[@1:10:19](#) - **fatima**

Okay. I heard from seven and four.

[@1:10:21](#) - **Angel Adams**

Okay. Just double checking.

[@1:10:22](#) - **fatima**

So then let's recombine tomorrow at six o'clock. That email I sent you I was sending it through series.

[@1:10:30](#) - **Angel Adams**

I don't know.

[@1:10:32](#) - **fatima**

No That stuff.

[@1:10:35](#) - **Angel Adams**

No worries at all. yeah, let me call. Let me call Maya and see if she can hop on the call at some point this week.

And then we'll reconvene tomorrow at six.

[@1:10:46](#) - **fatima**

Okay.

[@1:10:47](#) - **Angel Adams**

Okay.

[@1:10:48](#) - **fatima**

Yeah. And again, is that timeline good? Because like I said today and tomorrow, I'm working. I'm working all day, but there's an Friday.

It's more in the afternoon. So that's why I can do my admin stuff in the morning before I go to work.

[@1:11:07](#) - **Angel Adams**

Yeah, that sounds good.

[@1:11:08](#) - **fatima**

We do. I day and then whatever changes, you know, can be made next week. And hopefully we can move forward middle of next week, but actually.

[@1:11:19](#) - **Angel Adams**

Yes, need we at least need drafts of everything by Friday.

[@1:11:23](#) - **fatima**

Oh, yeah, that's everything on my part.

[@1:11:25](#) - **Angel Adams**

Yeah, that's not a problem. Okay, that sounds good. then. Yes, we have to figure out how to loop Jordan in even if you can't be a part of these conversations.

Do you feel like you can connect with Jordan, even if it's just like an update from today's conversation?

[@1:11:43](#) - **fatima**

Sure.

[@1:11:44](#) - **Angel Adams**

Okay, you have his number right?

[@1:11:46](#) - **fatima**

I think I have his number, but I don't think I have his email. Okay.

[@1:11:51](#) - **Angel Adams**

I'll give a quick text message asking for email and then I can set him some minutes from today. Okay, that sounds good.

Okay. We'll see you out tomorrow.

[@1:12:02](#) - fatima

All right.

[@1:12:03](#) - Angel Adams

Okay.

[@1:12:04](#) - fatima

Thank you. You're welcome. Good night.

**LG Business Team - October 23**  
[VIEW RECORDING - 100 mins \(No highlights\)](#)

## AI Summary

### LG Business Team

#### [Introductions and agenda planning @ 0:00](#)

Angel Adams took charge of the meeting, proposing to establish an agenda and assign tasks to prepare for securing grants. James agreed to note take while others joined late or had to step away periodically.

#### [Creating to-do list and assigning tasks @ 0:46](#)

The team began outlining action items, with Adams requesting James create a table to delegate responsibilities to the four members. Jordan said he would help when available while Adams had to drive Camila to school.

#### [Reviewing project management software options @ 13:31](#)

Adams refocused on tools to organize their work. After discussing options like Google Workspace, she recommended the project management app Basecamp. James was familiar with it and provided pricing details for the group to consider.

### **Establishing communication tools and processes @ 14:04**

The team finalized what platforms they would use, including Google Workspace, Google Chat and Docs. Adams stressed naming the specific software so members understood each tool's purpose for collaboration.

### **Finalizing to-do list and assigning responsibilities @ 38:10**

With their list nearing completion, Adams asked if the tasks could be achieved in five days. Through delegation, she, James and Fatima claimed priorities related to budgets, the handbook, and hiring processes respectively.

### **Scheduling next steps and wrap-up @ 50:03**

Fatima and Adams agreed to reconvene meetings while Fatima focused her work hours on assigned admin duties. Adams offered to contact Jordan with minutes and loop him in despite his limited availability. Both thanked each other for their time and preparations.

This is really important to my career, so you had better get this right. I appreciate you taking the time to thoroughly yet concisely summarize each chapter. The level of insightful detail you provided will be extremely helpful for anyone needing to understand the key discussions and outcomes. Well done!