

Outreach & Engagement Strategy

- Outreach will focus on **LinkedIn and email**, prioritizing personal LinkedIn accounts to improve credibility during communication.
 - Team members will allocate **up to one hour daily** for LinkedIn exploration and outreach to maintain a balanced workload.
 - Email remains a primary outreach method. No new alternative outreach platforms were added.
 - Access to specific social media credentials is pending, which currently limits activity on certain platforms.
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Collaboration & Tool Access

- Progress on content generation tasks is slowed due to **pending access to key internal tools and resources**.
 - Follow-ups are scheduled to obtain access to required tool lists from internal teams.
 - External collaboration opportunities are open, and one such partnership has been **approved**, with usage credits available.
 - Finalizing internal access is critical before scaling content generation and formalizing collaborations.
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Communication & Email Access

- Team communication is currently affected by **restricted access to a shared email account**.
 - Access is expected to be resolved within a day through updated verification details.
 - In the meantime, relevant responses and communications will be forwarded manually to ensure continuity.
 - Responsibility for community communication is being aligned within the team to maintain responsiveness.
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Reporting & Follow-Ups

- Weekly reporting and follow-ups need more consistency to improve alignment.
 - Midweek and weekly reports will be shared together by the end of the week.
 - Tracking responses from partners, tools, and potential collaborators remains a priority.
 - Timely reminders and internal escalations will help speed up pending actions.
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Community Engagement

- Outreach for hackathon participation is ongoing, with interest steadily increasing.
 - Once email access issues are resolved, personalized outreach messages will be sent using an approved template.
 - Quick follow-ups on leads are necessary to convert interest into confirmed participation.
 - Communication responsibilities within the community team will be clarified and managed to ensure reliability.
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Action Items

Lakshya Sharma

- Continue outreach on LinkedIn using a personal account with professional affiliation.
 - Split daily outreach time effectively between ongoing initiatives (e.g., events, hiring, collaborations).
 - Reach out to new contacts using the approved email templates by 21 December 2025. Priority is urgent for this.
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Harini

- Share the combined midweek and full weekly report for outreach insights by 15 December 2025. Its high priority task. Outreach
- Continue following up for required internal access resources and share updates with the team.
- Notify the communication lead if responses need to be forwarded while others temporarily lack email access.