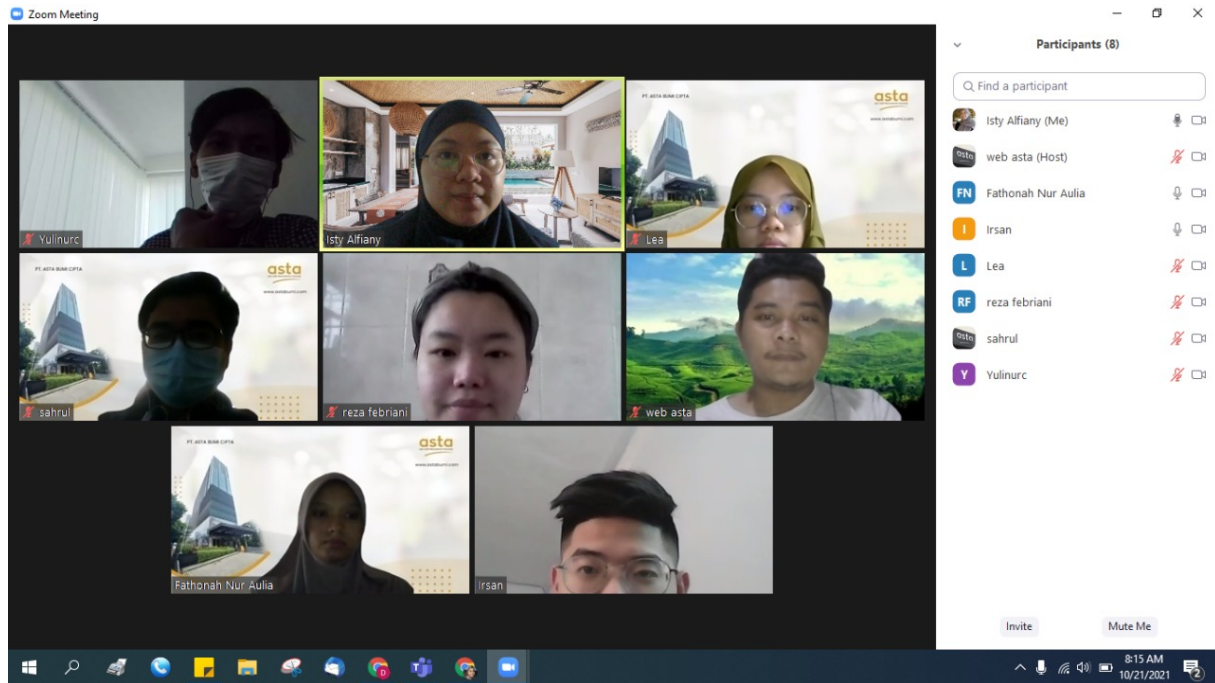


MoM 277 - Digital Team – 22 Oktober 2021

No	Name	Plan	Plan Status (Update at 4 pm)
1	Elpan	<ol style="list-style-type: none"> 1. Nyiapkan kebutuhan tambahan lippo thamrin 2. Membuat konten socmed asta 3. Update instagram , facebook pages, google my business. 4. Revisi banner astastore 	<ol style="list-style-type: none"> 1. 2. 3. 4. 5.
2	Fathonah	<ol style="list-style-type: none"> 1. Monitoring & update base : Purchase - Operation - WFP 2. Update & Check notification email - Integromat dan koordinasi dengan mayang 3. Build integromat sync airtable to google drive 4. Mencoba power query dengan lea, isty, sahrul 5. Update notification email HR - Airtable 	<ol style="list-style-type: none"> 1.
3	Isty	<ol style="list-style-type: none"> 1. Plan konten socmed oktober 2. kerjain 2 PR revisi video compro, siapkan subtitle indo/inggris 3. Lanjut buat panduan claim tax 4. Meeting dengan supplier prawira rental 	<ol style="list-style-type: none"> 1.
4	Sahrul	<ol style="list-style-type: none"> 1. Follow up dan monitoring project phase v2 ke mas ridwan. 2. Memperbaiki request yang ada di request list. 3. Mempelajari power query. 4. Membantu mba lia setting integromat. 5. Follow up gambar product isys. 	<ol style="list-style-type: none"> 1. .
5	Reza	<ol style="list-style-type: none"> 1. Handle tokopedia,whatsapp,email,live chat 2. Monitoring email dev dan support 3. Merapikan SKU di web astacipta 4. Handle transaksi web 5. Update transaksi dan konten di airtable 6. Meeting dengan pak yanuar 	
6	Yuli	<ol style="list-style-type: none"> 1. Fixing revisi compro 	
7	Irsan	<ol style="list-style-type: none"> 1. Monitoring Inventory Muara Karang 2. Mencari potential supplier untuk bisa di approach agar menjadi authorized distributor 3. Approaching new customer 4. Updating Airtable new customer and new products 5. Pengisian pipeline target untuk Azmi dapat melanjutkan ketika fully takeover 6. Meeting dengan Azmi mengenai Execia (Potential principle) 	<ol style="list-style-type: none"> 1.
8	Lea	<ol style="list-style-type: none"> 1. Categorize data customer asta 2. Categorize data supplier asta 3. Coba bikin data history items 4. Meeting dg Supplier Prawira jam 10 5. Meeting dg Pak Tachul jam 2 	<ol style="list-style-type: none"> 1. 2.

Evidence Morning Meeting (at 8 am)



Evidence Evening Meeting (at 4 pm)

Zoom Meeting 40-Minutes

Participants (8)

Yuli Nurcahyo

isty

saahrul

Fathonah Nur Aulia

Lea

elpan

Reza Febriani

Irsan Zheng

Mute Stop Video Participants Chat Share Screen Record Reactions Leave

Participants (8)

Find a participant

- isty (Me)
- elpan (Host)
- Fathonah Nur Aulia
- sahrul
- Irsan Zheng
- Lea
- Reza Febriani
- Yuli Nurcahyo

Invite Mute Me

4:15 PM 10/21/2021