

ONE ELEUTHERA FOUNDATION

START YOUR OWN BUSINESS SHARK TANK COMPETITION

PLAN FOR ROLLOUT

Friday, August 7th 2020

- ~~KK to set up a zoom for Tuesday's renaming meeting. This meeting includes Nickey Saddleton, Lashanta Smith, Mark Palmer & Keyshna Kemp. The goal is to find a suitable name for the SYOB competition and create a logo;~~
- ~~KK Contact remainder of possible Judges - 2 confirmed so far~~

Saturday , August 8th 2020

- ~~KK to email LaShanta about meeting online or whats app to discuss content for the web page for SYOB. Will discuss the already submitted website information.~~

Sunday, August 9th 2020

- ~~KK to create a zoom link and send it out to NS, LS, and MP for their Tuesday 10am meeting.~~
- ~~MP and KIK work on the applicants packets. This packet includes criteria, rules and regulations. This package states the eligibility of candidates and contains the sign up application information.~~

Monday, August 10th 2020

- ~~KK to discuss the content, logo and design for the SYOB project with Lashanta. This meeting will prepare the way for the meeting with the rest of the group on Tuesday.~~
- ~~KK to follow up with Mark Palmer for a list of criteria to shortlist the judges.~~
- ~~KK to confirm Travis acceptance~~
- ~~MP to communicate with applicants - Communication 1~~

Tuesday, August 11th 2020

- MP to approve applicants packet
- ~~NS, MP, LS and KK via zoom brainstorm further content for the web page, branding and logo. The meeting is hopefully concluded with a name and logo, or give NS a deadline to create a name and logo by August 13th. She will then refer the logo back to MP and KK.~~

- ~~KK will create a whats-app group with SDI, LS, NS, MP and herself. This group will focus on brainstorming ideas for the competition, persons to contact and any other vital information.~~

Wednesday, August 12th 2020

- ~~KK follow up NS for SDI decision~~
- ~~NS to come back with the approve name from SDI~~
- ~~SI, MK and KK use the criteria for shortlisting judges to select the best 5~~
- ~~SDI/MP/KK agree shortlist of judges~~
- ~~KK to send out judges communication 1 - welcome email~~
- ~~MP/KK develop criteria for judging at the event~~
- ~~KK to respond to Juan Bacardi email~~
- ~~MP to work with applicants to complete their plans~~
- ~~MP Communication 1 - send out application form to applicants~~

Thursday, August 13th 2020

- ~~MP and KK will create a package for the judges. This includes information about the competition, judging criteria, etc.~~
- ~~KK to reach out with the team to set up a planning meeting for the following Wednesday.~~
- ~~KK to send out ZOOM invite~~
- ~~KK chase up Nicky for status of logo and obtain deadline and update tasks~~
- ~~MP to work with applicants to complete their plans~~
- ~~KK creates a google sheet that calculates the candidates score - 9 columns including headings/criteria, candidates names and so on. Formulate to calculate the total.~~

Friday, August 14th 2020

- ~~MP/KK to review judges package~~
- ~~KK to communicate #2 with Judges via email sending them know their judging criteria and set a deadline for bios. Which are due Wednesday 19th, 2020.~~
- ~~KK sends out judges criteria.~~
- ~~KK will email Jim to inquire about the use of the Tea Room, snacks and bribing remarks.~~

Monday, 17th August 2020

- ~~KK sends zoom link for Wednesdays 3:30 pm Meeting~~
- ~~KK contacts Everne to discuss the availability of the conference room for the competition. During this time media devices are discussed as well as social distancing protocols.~~
- ~~KK also has an initial conversation with Kenwood over the phone. He will be informed of the competition, the use of the room and what media is available.~~
- ~~MP to work with applicants to complete their plans~~
- ~~KK informs Comms team of the deadline for facebook info which is Friday 21st August.~~
- ~~KK completes Google judges sheet for the judges~~

Tuesday, 18th August 2020

- ~~KK to communicate with Judges #3 about their bios due Wednesday 19th, 2020.~~
- ~~MP to work with applicants to complete their plans~~
- ~~KK create agenda for Wednesday meeting~~

Wednesday, 19th August 2020

- ~~KK post agenda into whatsapp group for today's meeting~~
- ~~NS to provide logo ideas for review~~
- ~~SI, MP and KK set a date of Aug 21st to have the initial meeting with judges. The judging criteria will be discussed as well as format of the lineup of candidates. Judges input on the layout or running of the lineup will be noted in this meeting.~~
- ~~MP to work with applicants to complete their plans~~
- ~~KK to remind Comms team of facebook post deadline.~~

Thursday, 20th August 2020

- ~~KK to create agenda for event with time slots~~
- ~~KK to decide on a pick out of the hat system of selecting the candidates' order.~~
- ~~KK to draft a letter for the candidates asking who will need to use the Tea Room and who is remotely doing their presentation.~~
- ~~KK to follow up Nicky for logo~~
- ~~NS to obtain approval from SDI for logo~~
- ~~MP to work with applicants to complete their plans~~
- ~~MP Communication 2 to applicants if they need to go to Rock Sound for the presentation~~
- ~~MP provides the online judging form~~

- ~~KK has follow-up conversation with Kenwood about his availability to assist with the Tea Room on the day of the competition.~~
- ~~KK contacts The Eleutheran about attending and interviewing the candidates and the facilitators.~~
- ~~KK to get email confirmation of room for event~~
- KK to get email confirmation of room for awards event
- ~~Kk seek funding for refreshments for 8 persons~~
- ~~KK to confirm with Jim which parents need to be in attendance such as JR, KG, Eleutheran.~~
- ~~KK email JR about personnel and the Tea Room, refreshments, devices, safety protocol.~~
- ~~KK contacts the Comms team about recording the event for further promotional uses.~~

Friday, 21st August 2020

- ~~KK to create task list for executing both events for MP to review~~
- ~~KK contact candidates to provide a headshot for the flyer.~~
- ~~KK to follow up RSVPs for judges run through events for next thursday or friday.~~
- ~~KK to make a decision by end of play of judges runthrough events informing judges of the date.~~
- ~~KK to create agenda for awards event~~
- ~~Invite Shaun and Jim and Comms Team for the awards event.~~
- ~~MP to work with applicants to complete their plans~~
- ~~MP to discuss with Shaun award process. How many do we choose? If they pass muster over a certain amount of points? How much do we award? Is there a scale? Separate the judging from the awarding. What are the parameters? Awards committee SDI MAP KIK JR decide on the awards after judging is finished.~~
- ~~MP to send out email to Juan re funding the event~~

Saturday 22nd August 2020

- ~~The webpage including content and logo launched MP onto the OEFSEA website.~~
- ~~MP to create executive summaries for 8 applicants - 6 done~~
- ~~MP to putting together the content for the website/landing promotional page for the Shark Tank~~
- ~~KK Contact applicants to confirm Attendance in Rock Sound for S2S event~~

Monday 24th August 2020

- ~~KK/MP to approve FB Posts~~
- ~~Deadline for Comms team to have facebook post ready.~~
- ~~KK follows up with Comms team to ensure the facebook posts have been launched.~~
- ~~MP to reach out to Avis to confirm the funding for the event and process for raising cheques.~~
- ~~KK to input data into business plan templates for 6 remaining applicants~~
- ~~MP to schedule applicants for a run through for next Thu/Friday~~
- Decision made on how the grants are awarded
- All budgets finished for biz plans
- ~~MP Communication 3 to applicants – sends a reminder to the candidates about the application forms and business plans with projections that are due the next two days. This can be done via emails or phone calls. KK to communicate with Judges #4~~
- ~~KK set up the zoom links (webinar)/ Microsoft Team for the judges and candidates to have access to.~~
- ~~MP to work with applicants to complete their plans~~
- ~~KK to email Audrey about the staffing and cleaning of the Tea Room.~~
- ~~Kk to contact Jim & Robyn about catering services~~

Tuesday, 25th August 2020

- ~~KK to create zoom orientation event for judges for next Thursday/Friday~~
- ~~All executive Summaries finished for biz plans – 6 done~~
- ~~Business plans are reviewed by MP,I. Any plan needing additional information is immediately sent back to the candidate with notes of corrections inserted.~~
- ~~KK to contact Shanique about catering~~
- ~~MP to work with applicants to complete their plans~~
- ~~MP to discuss award aspect with Travis Miller~~
- ~~KK and MP to ensure the judges sheet are ready for the run through on Thursday~~
- ~~KK to create agenda for award event with time slots~~

Wednesday, 26th August 2020

- ~~MP, KK and SI short list the top 5 candidates according to their application, business plans and projections.~~

- ~~MP and KK make contact with the candidate to make them aware that they are in the running. The candidates are questioned on whether they will need to use the conference room at the OEF. During this consultation, the candidates are told what to further brush up on and given their final instruction on the timing of their presentation, media they will be needing to share and further information~~
- ~~Deadline for applying for Shark Tank~~
- ~~The group discusses the 11 possible candidates. KK or MP reaches out to the candidates via email or phone to make them aware of the competition, its dare, criteria and when the application forms will be available online.~~
- ~~Deadline for all business plans to be received~~
- ~~KK reaches out to the candidates to set up a time tomorrow for a run through.~~
- ~~KK sends out 8 zoom links to applicants~~

Thursday, 27th August 2020

- ~~KK to send Christian Sawyer judges pack and zoom link~~
- ~~KK contacts OEF/ Audrey to inform her of the amount of persons that will need to utilise the conference room. During this conversation, snacks, sanitising and further social distance is discussed.~~
- ~~KK reaches out to Kenwood to inform him of the media needed for the amount of persons participating and back up plans.~~
- ~~KK reaches out to the judges via whats app or phone calls to ensure that they have the relevant link and to answer any further questions.~~
- ~~Deadline for receiving business plans and application form for Shark Tank~~
- ~~KK email Jim/ Robyn about refreshment funds~~

Friday, 28th August 2020

- ~~KK to remind the candidates of the mock in the morning.~~
- ~~MP & KK to meet with 8 applicants to do mock~~
- ~~MP to prepare briefing document for judges for proposals received.~~
- ~~MP communicates with Candidates to discuss rules and order of competitors and to answer any questions. The candidates are told what time to sign on by 3:30 pm and to be at the OEF office by 3:15pm on Monday.~~
- ~~KK to ensure that candidates have stable wifi and data packages.~~
- ~~MP & KK discussed creating a winners page. This way the candidates can post pictures of their contracts and such.~~
- ~~Final discussion with the judges on the time they should log on.~~
- ~~Kk speaks with Audrey about the details of the snacks and drinks for the candidates,~~
- ~~KK email briefing document with business plans to judges~~

Saturday 29 Aug 2020

- ~~KK to contact contestants to remind them of the competition on Monday~~
- ~~MP create criteria for disbursing funds~~
- ~~MP create criteria for awarding funds~~
- ~~MP to review with Shaun~~
- ~~MP reach out to Travis Miller to conclude discussions on award process~~

Monday, 31st August 2020

- ~~KK sends an early day reminder to the candidates and judges via whatsapp or email.~~
- ~~KK arrives at OEF/GTI no later than midday to ensure that social distancing protocols are in place, sanitisers are available, snacks are available, devices are charged and are working properly.~~
- ~~KK and MP have a quick run through to ensure the devices and internet are working properly.~~
- ~~The zoom link is activated about 30 minutes ahead of time and broadcasted.~~
- ~~The candidates are cued and are given their signal from KK and Mp on how to proceed during the competition. They will be given a green card or light after 3 minutes, a yellow after 4 and a red light or sound after 5 minutes, They will be given 20 seconds to end their presentation.~~
- ~~At the completion of the competition, candidates are to wait for about 15 minutes until the judges tally their scores and winners are given their amounts~~
- ~~Judges score the applicants and send their forms to KK~~

Tuesday 1 Sep

- ~~KK to chase up all the judging forms~~
- ~~MP to review survey questions~~
- ~~Draft an official letter from Shaun thanking the Judges~~
- ~~MP to thank applicants for their attendance.~~
- ~~MP is to set the date for the awards meeting.~~
- ~~KK start drafting report for CEO and COO on the event detailing background, rollout process, what happened at the event, feedback from judges, improvements for next iteration.~~

Wednesday 2 Sep, 2020

- ~~KK to chase up judges surveys~~
- ~~Award committee meets to decide on which applicants to support~~

- ~~KK drafts the agenda for the Awards Day on September 11th 2020~~
- ~~MP to follow up Juan and Sameer on funding~~

Thursday 3 Sep, 2020

- ~~KK to draft email to come from SDI~~
- ~~SDI to confirm if the Tea Room will be open for the Award's Day~~
- ~~SDI, MP, AM, JR to discuss the allotment of funds~~

Friday 4 Sep, 2020

- ~~KK to inform Lashanta of the winners for the winner's page~~
- ~~KK Draft a letter to the winners/losers~~
- ~~Winners letters should include requirements for an account to be opened at the OEGGUL and the amounts are contingent on the loan qualification for their vehicle.~~
- ~~KK Draft a letter for Lashanta as well as follow up with press release~~
- ~~Lashanta will create cheques design~~
- ~~KK confirms the use of the Tea Room~~

Saturday 5th Sep, 2020

- ~~Mark sends a letter to the candidates~~
- ~~Applicants advised of the decision by OEFSEA~~
- ~~Winners letters should include requirements for an account to be opened at the OEGGUL and the amounts are contingent on the loan qualification for their vehicle.~~

Monday 7 Sep, 2020

- ~~KK to remind the winners to open the account at the OEGGUL~~
- ~~KK to contact winners about transportation for the awards ceremony~~
- ~~KK to ask Lashanta to design six cheques~~
- ~~MP to review survey questions~~
- ~~KK to provide Lashanta with a brief for facebook posts~~
- ~~MP to review agenda for awards ceremony and give feedback to KK~~
- ~~KK to confirm the pastries/ refreshments for the Awards Ceremony~~
- ~~KK to confirm attendance of speakers at award ceremony~~
- ~~KK to obtain loan guarantee requirements from Anya and if there is any documentation that needs to be signed~~
- ~~KK to provide MP with the OEGGUL information~~

- ~~KK to draft an invite for the Awards ceremony including staff, stakeholders and the Media.~~

Tuesday 8 Sep, 2020

- ~~KK to add the order of awards for candidates to the agenda~~
- ~~KK/MP to approve agenda for awards ceremony~~
- ~~KK confirms Awards participants~~
- ~~KK to email invitation and agenda with Zoom link to stakeholders.~~
- ~~MP to review loan requirements from Anya~~
- ~~MP to reach out to Avis/Shaun/Jim to discuss option of OEF providing loan guarantee~~
- ~~KK to email the survey to judges~~
- ~~KK creates a survey email~~
- ~~KK emails the Eleutheran for Media coverage.~~

Wednesday 9 Sep, 2020

- ~~KK to confirm the videographer~~
- ~~KK to send budgets to Avis~~
- ~~KK to advise Lashanta no cheque and no FB post for Anthony~~
- ~~KK to advise Anthony of his non requirement to attend~~
- ~~KK to remind winners of the need to open an account.~~
- ~~KK to confirm attendance and travel arrangements for the winners~~
- ~~Lashanta deadline for press release~~
- ~~KK confirms photographer for the awards ceremony~~
- ~~MP to confirm with Anya process for submitting the awards amount to OCCULT and instructions~~

Thursday 10 Sep, 2020

- ~~KK to send email to confirm attendance of judges for the awards ceremony~~
- ~~KK to email agenda to winners~~
- ~~KK to send Kendy zoom link with instructions.~~
- ~~KK to check with Anya what winner's account the winnings will need to be paid into (Savings? Qualifying share? Equity share?)~~
- ~~KK to get OCCULT Bank account details from each winner.~~
- ~~KK/Lashanta print cheques and laminate them~~
- ~~MP to review and approve final version of press release~~
- ~~KK to post FB posts in s2s whatsapp group for feedback~~
- ~~MP to confirm payment arrangements with Avis and Jim~~

- ~~KK to confirm to MP list of winners with OGGULT accounts~~
- ~~MP draft letter of direction for Anya~~
- ~~KK to organise livestream on FB~~
- ~~KK to ask Lashanta to take out references to TK award~~
- ~~KK to check with Audrey on the set up of the Tea Room and an assistant.~~
- ~~KK to confirm with Kenwood the Live stream~~
- ~~KK to create brief for videographer~~
- ~~KK to post brief in S2s group for feedback~~

Friday 11 Sep, 2020

- ~~Kk to put together goodie bags~~
- ~~Kk sends a reminder to the judges.~~
- ~~KK sends a reminder to the media and recipients.~~
- ~~Lashanta deadline for FB posts~~
- ~~Lashanta deadline for design for 5 cheques~~
- ~~KK to send cheques to Robyn for printing and for Shaun to sign.~~
- ~~MP KK to develop monitoring and evaluation plan~~
- ~~KK sends an early day reminder to the candidates and stakeholders via whatsapp or email.~~
- ~~KK picks up refreshments~~
- ~~KK to get the OEF camera from Maisie to serve as a backup.~~
- ~~KK arrives at OEF/GTI no later than 2:00 p.m to ensure that: goodie bags are packed, cheques are printed and signed, the agenda/programs are printed, social distancing protocols are in place, the room is set up, sanitisers are available, snacks are available, devices are charged and are working properly.~~
- ~~KK, Kenwood, Lashanta and MP have a quick run through to ensure the devices and internet are working properly, and Facebook is a go.~~
- ~~The zoom link is activated about 30 minutes ahead of time and broadcasted.~~
- ~~The candidates are cued and are given their signal from KK on how to proceed during the awards ceremony.~~
- ~~Awards ceremony takes place at 4pm~~
- ~~Audrey and her team disassemble the room.~~
- ~~Lashanta deadline for judges post (to add Avis)~~

Monday 14th 2020

- ~~Lashanta to send press release with photos to the Eleutheran, The Tribune etc~~
- ~~MP to update OEFSEA website with Lashanta's work.~~
- ~~KK to add judges recommendations to the final report~~

- ~~KK to finalise report to stakeholders on first seed to succeed.~~
- ~~MP to review report to stakeholders.~~
- MP to send out a report to stakeholders.
- ~~Avis sends money to OEGGUL with instructions for disbursements.~~
- SDI to send out letters thanking judges
- ~~Kk re draft S2S draft email for MP to review for candidates seeking mentorship from the judges.~~
- ~~KK to send out the mentorship letter to judges after approval~~
- ~~KK to reach out to Lashanta to see what she needs for the press release.~~
- ~~Lashanta to start posting on FB.~~

Tuesday 15th 2020

- KK to follow up with the remainder of the surveys
- ~~KK to obtain edited video footage and photographs from the videographer.~~
- ~~KK and Lashanta to review the videos for the group.~~
- ~~KK to post pictures~~
- ~~to the group.~~
- ~~KK to ask Lashanta to pursue Eyewitness News.~~
- ~~KK to liaise with Lashanta on press release distribution (has to be done today to get into Monday's issues)~~
- ~~Lashanta deadline for website post~~

Tuesday 22nd 2020

- ~~Reshoot of interviews in the Conference Room~~

Thursday