

CALL TO ACTION (CTA) — WEBSITE REVIEW MEETING
MR. FAITH OLANIYI'S PERSONAL BRAND WEBSITE OVERHAUL

Date Held: August 7, 2026

Attendees: Faith Olaniyi, Praise, Ebenezer, Precious, Dr. Niyi (Referenced), Esther

MEETING OVERVIEW

This was a structured review session of Mr. Faith Olaniyi's personal brand website. The meeting covered website structure, design corrections, content updates, SEO optimization, blog setup, speaker and media kit creation, book features, press releases, and overall brand positioning. All action items are to be completed **this weekend**, with key deliverables expected by **Monday–Tuesday**.

SECTION 1: WEBSITE STRUCTURE & DESIGN CORRECTIONS

Assigned To: EBENEZER (EBEN) — Lead Web Developer/Designer

1.1 Hero Section (Euro Page Fix)

Action Items:

- The hero/Euro page is currently **too long** and requires scrolling to see the full content
- **Fix:** Shorten the hero section so that when the page opens, the hero content is fully visible without scrolling
- Scrolling should immediately transition the user to the **next section**, not continue within the hero
- Ensure the CTAs on the hero are correctly ordered as follows:
 - **First:** Explore My World
 - **Second:** Download Resume
 - **Third:** Book Me to Speak

1.2 Philosophy Section

Action Items:

- Update the philosophy tagline to read:

"The medium changes, the mission doesn't."

(NOT "the vision does" — this is a critical correction)

- Update the body text beneath the philosophy to read:

"Each expression is different, but the mission remains the same: to build things that create lasting value and shape lives."

- Replace the current speaking image used in this section with a **different image from the Google Drive** (do not repeat the same image used elsewhere on the page)
- The speaking image currently placed under philosophy should be **removed from that position** and **relocated appropriately**
- Ensure the philosophy section reflects gold, black, and white brand color coding

1.3 Navigation/Section Order Correction

Action Items:

- Rearrange the website sections in the following order:
 - **Hero Section** (Explore My World | Download Resume | Book Me to Speak)
 - **Speaking Section** (rename/repurpose — see Section 1.6)
 - **Philosophy Section**
 - **My Books / Shop Section**
 - **About Me Section**
 - **Featured/Selected Works Section**
 - **Blog Section**
 - **Speaker's Kit / Media Kit Section**
 - **Contact Section**
 - **Footer**

1.4 Speaking Section — Rename to Books/Shop

Action Items:

- Remove **"Speaking"** as a primary standalone section from its current position
- Replace with a **Books/Shop Section** titled something similar to:
 - *"Into the Mind of Faith"* OR
 - *"My Books | My Journals | My Shop"*
- This section should display **all four (4) books**

- Only the book slated for **September 26th** should be listed as **"Available for Purchase"**
- The remaining books should be visible but listed as **"Coming Soon"** or with an option to **"Purchase in Advance"**
- Book titles to include (as confirmed by Mr. Faith):
 - **Behind the Desk**
 - **Mind of a Mastermind**
 - **Let It Be Great**
 - *(Fourth title to be confirmed and sent by Mr. Faith)*

1.5 About Me Section

Action Items:

- Update the About Me section with the refreshed biography copy
- Ensure the **"Read Full Biography"** button is functional and links to the full bio page
- Highlight credentials including: **"6+ years of exposure, multi-sector"**
- Ensure the image used in this section is **not the same image** used elsewhere on the page
- The text in this section should not appear too "texty" — retain **at least one image** alongside the content for visual balance
- Remove the duplicate/second image from this section where it creates redundancy
- Titles/roles listed should read:
 - *Founder | Chief of Staff | Production System Designer | Creative Director*

1.6 "Ventures Built and Operated" Section (Stats/Numbers Block)

Action Items:

- The current copy reads "Companies built, products developed, strategy implemented" — this is approved but refine as needed
- Replace the label **"A Company"** or similar vague language with:

"Ventures Built and Operated"

- Ensure this section clearly reflects the multi-sector founder identity

1.7 Featured/Selected Works Section

Action Items:

- Retain the **"Portfolio / Selected Work"** heading
- This section should feature **three (3) companies** that Mr. Faith owns or has fully founded:
 - **Africa Scholar**
 - **Cyclebreeze**
 - *(Third company — to be confirmed by Mr. Faith or Precious)*
- The images in this section should depict **companies and products, NOT personal images** of Mr. Faith
- Separate subsections for:
 - **Companies** (Africa Scholar, Cyclebreeze, + 1 more)
 - **Products** (Labman + other products — list to be sent by Mr. Faith)
 - **Articles** (topics to be sent by Mr. Faith — see Dr. Niyi section)
 - **Talks** (TEDx images and other speaking engagement images — Precious to supply)
 - **Music** (link to YouTube videos — images of Mr. Faith on piano or guitar to be supplied)
 - **Books** (all four books to be displayed — see Section 1.4)

1.8 Blog Section

Action Items:

- Change the label from **"Journal"** to **"Blog"** everywhere it appears on the site
- Set up blog **categories** to include:
 - Leadership
 - Business Development
 - Operations
 - Product Strategy
- Make the blog section **live and functional** this weekend
- Create blog category structure so posts reflect correctly on the homepage blog preview area
- Give Esther **login access** to the blog backend so she can begin uploading content immediately
- Ensure the blog heading reads something consistent with:

"Notes on Building" or "Occasional Thoughts on Leadership & Vision"

1.9 Contact Section

Action Items:

- The contact section layout should be repositioned:
 - **Mr. Faith's image/branding** → Left side
 - **Contact form/details** → Right side
- Ensure all social media links are active and correct:
 - LinkedIn
 - Instagram
 - X (Twitter)
 - Email
- Remove any broken or placeholder social links

1.10 Footer

Action Items:

- Footer credit can read:
"Built with love by Cyclebreeze"
- Ensure all footer links and navigation are functional

1.11 Mobile Responsiveness Fixes

Action Items:

- **Hero/Mobile:** Remove the second/duplicate image on mobile view — one image in the background is sufficient
- **Content stacking on Mobile:** Swap the layout so text/content appears above the image, not below, on mobile screens
- **iPad Fix:** The text *"Building Something Worth Remembering"* is sitting too close to the edge on iPad view — add appropriate padding/margin so the text is not flush against the screen edge
- Remove the medium changes/manifesto section from mobile view if it causes layout issues
- Test thoroughly across mobile, tablet, and desktop breakpoints before going live

1.12 SEO Optimization

Action Items:

- Once all corrections are complete, export the **sitemap (.XML file)** and share with Praise
- Praise will run the sitemap through an AI tool (e.g., Claude) to identify keyword opportunities and SEO improvements
- Implement SEO-friendly keywords throughout the website copy
- Ensure all meta titles, descriptions, image alt tags, and heading tags are properly structured

1.13 Form Setup — Downloads & Kit Requests

Action Items:

- **Resume Download:** When a user clicks "Download Resume," a **lead capture form** must appear first requiring:
 - Name
 - Email
 - *(Any other fields to be confirmed)*
 - Upon form submission → resume downloads automatically
- **Speaker's Kit Request:** When a user clicks "Request Speaker's Kit," a **separate lead capture form** must appear first
 - Upon form submission → Speaker's Kit downloads or is sent via email
- **Media Kit Request:** Same form-gating process as Speaker's Kit
- All form submissions should feed into a **contact/leads database** (Precious to confirm the platform)
- Give Eben the final PDF documents (resume, speaker's kit, media kit) once Precious and Praise finalize them — Eben will upload and link them to the forms

SECTION 2: DESIGN, BRAND IDENTITY & IMAGE CURATION

Assigned To: PRAISE (PREEZ) — Brand Manager / Creative Director

2.1 Official Brand Manager Role

Action Items:

- Praise is officially confirmed as **Mr. Faith's Brand Manager** for this project
- Praise is to **oversee the visual identity** of the entire website and all brand materials
- Praise is to **guide Eben** on color codes, fonts, and visual decisions throughout the site
- Brand colors are confirmed as: **Gold, Black, and White**
- Fonts in use appear similar to existing brand fonts — Praise to confirm and standardize

2.2 Image Curation & Selection

Action Items:

- Praise is to **review all images** currently on the website and flag:
 - Duplicate images used in multiple sections (these must be replaced)
 - Images where Mr. Faith's face is not clearly visible or well-edited
 - Low-quality or over-edited images that do not reflect Mr. Faith's brand
- Source and supply the following images:
 - **Speaking/Talks:** TEDx event images, conference images, other speaking images (coordinate with Precious)
 - **Music:** Images of Mr. Faith on the piano or guitar (Mr. Faith to supply or confirm source)
 - **Books:** Clean product shots of all four (4) books
 - **Companies:** Brand imagery for Africa Scholar, Cyclebreeze, and third company
 - **Products:** Labman and other product images
- Ensure **no section uses the same image twice**

2.3 Talks Section Design

Action Items:

- Precious/Mr Faith will supply all available **speaking engagement images** including TEDx
- Praise is to **creatively decide** how to present these images in the Talks subsection
- Mr. Faith's exact instruction:

"How this guy would present it, maybe one would be blurry, one would be, I don't know. He would know how to do it."

- Praise has full **creative discretion** on the visual presentation of the Talks section
- Ensure the section feels premium, editorial, and aligned with the overall brand aesthetic

2.4 Music Section Design

Action Items:

- Mr. Faith will send images of himself playing the **piano or guitar**
- Praise is to incorporate these images into the **Music section** of the website
- The Music section should include links/buttons that take visitors to **YouTube videos** of Mr. Faith's music
- Design should feel consistent with the overall site aesthetic

2.5 Books Section Design

Action Items:

- Mr. Faith will send Praise a **brief for each of the four (4) books**
- Praise is to design a **visual collection** featuring all four books beautifully displayed together
- Only the September 26th book will be marked "**Available for Purchase**" — the rest shown as coming soon or pre-order
- Book titles confirmed:
 - **Behind the Desk**
 - **Mind of a Mastermind**
 - **Let It Be Great**
 - *(Fourth title to be confirmed by Mr. Faith)*
- Coordinate with Eben to ensure book designs are properly integrated into the Books/Shop section

2.6 Social Media Design (Immediate — Today)

Action Items:

- The design post with the tagline "**The medium changes, the mission doesn't**" is approved for posting **today, August 7, 2026**
- There are **different expressions of the same creative** — ensure each version is correctly finalized before posting
- Send all final design files to Mr. Faith for approval before publishing

2.7 Speaker's Kit Design

Action Items:

- Once Precious supplies the Speaker's Kit content, Praise is to **design the Speaker's Kit document**
- The Speaker's Kit should include:
 - Professional image of Mr. Faith
 - Short bio (50 words)
 - Long bio (150 words)
 - Past speaking engagements and venues
 - Speaking topics/areas of expertise

- Speaker rates
- Contact/booking information
- Option to **download headshots separately** (include a clickable link within the kit)
- Design should be consistent with brand colors (Gold, Black, White)

2.8 SEO Review Support

Action Items:

- Receive the **sitemap XML file** from Eben once website corrections are done
- Run it through **Claude or equivalent AI tool** to identify:
 - High-value keywords for Mr. Faith's niche (leadership, product strategy, operations, tech, startups)
 - On-page SEO gaps
 - Content optimization opportunities
- Share findings with Eben for implementation

2.9 Press & PR Placement

Action Items:

- Mr. Faith referenced a press distribution platform offering placement on 20,000+ news platforms across Nigeria, Africa, and globally
- Publications include Punch, Forbes Africa, and other top-tier platforms
- Praise (alongside Precious) to:
 - Review the press release/PR packages available
 - Recommend the most suitable package for Mr. Faith's current brand stage
 - Coordinate content to be submitted for press distribution
 - Align press releases with the website launch for maximum impact

SECTION 3: CONTENT, OPERATIONS & COORDINATION

Assigned To: PRECIOUS

3.1 Overall Oversight

Action Items:

- Precious serves as the **central coordinator** for this entire project
- All feedback, content, and materials pass through Precious before reaching Praise and Eben
- Precious is to **send example briefs** to team members so they understand the standard format for submissions
- Precious is the **primary point of contact** for all team queries

3.2 ⚠️ PRIORITY — Brief Praise Immediately

Action Items:

- During the meeting, Praise lost network connection while in transit from his PPA
- Mr. Faith directly asked Precious: **"You got this part of these talks and all those things?"**
- Precious confirmed: **"Yes, I think so"**
- This makes it **Precious's direct responsibility** to brief Praise on everything he missed, specifically:
 - The **Talks section** design brief
 - The **Music section** design brief
 - The **Books section** design brief
 - All image requirements for each section
 - Mr. Faith's full creative direction for the Selected Works section
- **This briefing should happen immediately after this document is received**

3.3 Photography — Raw File Follow-Up

Action Items:

- The photographer has already sent JPEG images — these are **not acceptable** for the website
- **Immediately follow up** with the photographer to request:
 - **RAW files** (or high-resolution, uncompressed files)
 - Photographer confirmed he would be home in the evening (August 7, 2026) — follow up today
- Send the raw files to Praise once received for editing and curation

3.4 Speaker's Kit Content Compilation

Action Items:

- Compile all content needed for the Speaker's Kit:
 - **Bio — 50 words**
 - **Bio — 150 words**
 - **List of past speaking engagements** (venues, event names, dates)
 - **Speaker rates**
 - **Topics Mr. Faith speaks on**
 - **Headshots** (high-resolution — from photographer raw files)
- Submit all compiled content to Praise for design

3.5 Media Kit Content Compilation

Action Items:

- Compile the Media Kit separately from the Speaker's Kit
- The Media Kit should include:
 - Press releases and newspaper features (past and planned)
 - Brand overview and positioning
 - Contact information for press/media inquiries
 - Key brand statistics and milestones
- Coordinate with Praise on design once content is ready

3.6 Speaking & Talks — Image Supply

Action Items:

- Source and supply all available images from Mr. Faith's speaking engagements:
 - **TEDx** (confirm availability of at least one quality image)
 - Other conferences and speaking events
- Send these images to Eben and Praise for integration into the website's Talks subsection

3.7 Article Coordination with Dr. Niyi

Action Items:

- Mr. Faith has articles he needs written and published **next week**
- Precious is to:
 - **Remind Mr. Faith** to send article titles/topics to Dr. Niyi promptly
 - **Coordinate with Dr. Niyi** to ensure articles are written, reviewed, and ready for publishing next week
 - Articles will be published on the blog and featured in the Articles subsection of Selected Works

3.8 Blog Content Upload — Esther Coordination

Action Items:

- Once Eben sets up the blog backend and creates categories, ensure **Esther receives login access**
- Brief Esther on:
 - How to create and categorize blog posts
 - The four blog categories (Leadership, Business Development, Operations, Product Strategy)
 - The tone and formatting standards for Mr. Faith's blog
- Oversee Esther's first few uploads to ensure consistency and quality

3.9 Lead Capture & CRM Setup

Action Items:

- Set up a system to **capture and store all leads** from the website forms:
 - Resume download requests
 - Speaker's Kit requests
 - Media Kit requests
- Confirm the platform to use (Google Sheets, Mailchimp, HubSpot, etc.) and communicate to Eben
- Ensure Mr. Faith can access this leads database at any time

3.10 Client Payment Follow-Up

Action Items:

- Two clients are expected to make payments between today and Monday:
 - **Vertical** (client name to confirm)
 - **Abba / Occasion Craft**

- Follow up with both to confirm payment
- Once either payment is confirmed, notify Mr. Faith immediately so he can process the team bonuses

3.11 Press/PR Platform Coordination

Action Items:

- Review the press distribution platform referenced by Mr. Faith
- Assess available packages and costs
- Present Mr. Faith with a recommendation on which PR package to activate
- Once approved, coordinate the submission of press content to the platform

SECTION 4: BLOG CONTENT UPLOAD & ADMINISTRATIVE SUPPORT

Assigned To: ESTHER — Blog Content Manager / Administrative Support

⚠ IMPORTANT NOTE:

*Esther's role is **critical to the website going live this weekend**. She must receive her login access **today, August 7, 2026** and begin uploading immediately. Precious is responsible for ensuring Esther is properly set up, briefed, and supported.*

4.1 Blog Login Access

Action Items:

- Esther is to receive **login access to the website blog backend** from Eben (coordinated through Precious)
- This must happen **today, August 7, 2026**
- Once access is confirmed, Esther should **log in immediately** and familiarize herself with the backend before uploading

4.2 Blog Content Upload — Begin Today

Action Items:

- Esther is to **begin uploading blog posts immediately** upon receiving access
- All posts must be uploaded under the correct categories:
 - **Leadership**
 - **Business Development**
 - **Operations**
 - **Product Strategy**
- Ensure each post is:
 - Correctly categorized
 - Properly formatted
 - Consistent with Mr. Faith's tone and brand voice
 - Reflecting correctly on the homepage blog preview section

4.3 Content Formatting & Quality Standards

Action Items:

- Every blog post uploaded must reflect Mr. Faith's **voice, philosophy, and brand positioning**
- Posts should be:
 - **Well-formatted** (proper headings, paragraphs, spacing)
 - **SEO-friendly** (coordinate with Precious on keywords once Praise completes the SEO review)
 - **Proofread** before publishing — no typos or errors
- Esther should flag any content that does not meet these standards to Precious **before uploading**

4.4 Article Publishing — Next Week

Action Items:

- Once Dr. Niyi completes the articles next week, Esther is to **upload and publish them promptly**
- Esther must ensure:
 - Articles are published under the correct categories
 - Articles are properly formatted and SEO-friendly
 - Publication is done promptly once content is received and approved
- Coordinate with Precious on publication schedule

4.5 Press Release & Submission Support

Action Items:

- Mr. Faith wants content featured on press platforms (20,000+ news platforms)
- Precious will send Esther **content briefs and example submissions**
- Esther is to:
 - Study the example brief sent by Precious
 - Support the preparation of press release content for submission
 - Once she understands the format, take on the process **independently** going forward
- Mr. Faith's exact instruction:

"Precious can send example one. So once Esther knows how to send it, she can take it up from there."

4.6 Speaker's Kit & Media Kit — Administrative Support

Action Items:

- Assist Precious in **gathering and organizing** all content needed for:
 - Speaker's Kit
 - Media Kit
- Ensure all documents are properly compiled, named, and organized before handing over to Praise for design
- Maintain a **organized digital folder** for all brand assets and documents

4.7 Resume Upload Support

Action Items:

- Mr. Faith will send his updated resume **today, August 7, 2026**
- Esther is to:
 - Receive the resume from Mr. Faith (via Precious)
 - Ensure it is properly formatted as a **PDF**
 - Forward to Eben for upload and linking to the website form

Esther's Full Deadline Table

TASK	DEADLINE
Receive blog login access from Eben	Today — August 7, 2026
Begin uploading blog content	Today — August 7, 2026
Receive and study press release example brief from Precious	Today — August 7, 2026
Support Speaker's Kit & Media Kit content compilation	This Weekend
Support resume formatting and forwarding to Eben	Today — August 7, 2026
Upload and publish Dr. Niyi's articles	Next Week
Take over press release submissions independently	Ongoing from Next Week

SECTION 5: ARTICLE WRITING & CONTENT CREATION

Assigned To: DR. NIYI — Content Writer / Strategic Ghostwriter

5.1 Articles for Blog & Featured Works

Action Items:

- Mr. Faith will send Dr. Niyi a list of **article titles and topics** to write
- Confirmed areas include:
 - **Operations:** "How to Manage Single Shard" and similar operational topics
 - **Leadership**
 - **Product Strategy**
 - **Business Development**
- **Deadline:** Articles must be written, reviewed, and ready for publishing **next week**
- Articles will be:
 - Published on the blog (website)
 - Featured in the Articles subsection of the Selected Works section

5.2 Content Standards

Action Items:

- All articles should reflect Mr. Faith's **voice, philosophy, and brand positioning**
- Articles should be **SEO-optimized** (coordinate with Precious on target keywords once SEO review is complete)
- Submit drafts to Mr. Faith (via Precious) for review before publishing

- Ensure all articles are properly structured with:
 - Clear headings and subheadings
 - Introduction and conclusion
 - Actionable insights and takeaways consistent with Mr. Faith's brand

SECTION 6: OVERALL DEADLINES & DELIVERY TIMELINE

TASK	OWNER	DEADLINE
Website hero section fix (scroll/length)	Eben	This Weekend
Philosophy tagline + copy correction	Eben	This Weekend
Section order restructure	Eben	This Weekend
Books/Shop section build	Eben	This Weekend
Blog setup + category creation	Eben	Today — August 7
Blog login access for Esther	Eben	Today — August 7
Mobile/iPad responsiveness fixes	Eben	This Weekend
Form setup (resume, speaker's kit, media kit)	Eben	This Weekend
About Me section update	Eben	This Weekend
Footer credit update	Eben	This Weekend
Sitemap XML export for Praise	Eben	After corrections complete
Social media design post (today's post)	Praise	Today — August 7
Image curation + replacement	Praise	This Weekend
Talks section design	Praise	This Weekend
Music section design	Praise	This Weekend
Speaker's Kit design	Praise	This Weekend (after content from Precious)
Book briefs design (4 books)	Praise	This Weekend (after brief from Mr. Faith)
SEO review (sitemap + AI tool)	Praise	After Eben completes corrections
Receive full brief from Precious	Praise	Immediately
Brief Praise on all missed content	Precious	Immediately
Speaker's Kit content compilation	Precious	This Weekend
Media Kit content compilation	Precious	This Weekend
Speaking/talks images supply to Eben & Praise	Precious	Immediately
Photographer raw file follow-up	Precious	Today — August 7
Coordinate Esther's blog access	Precious	Today — August 7
Brief Esther on blog standards and press release format	Precious	Today — August 7
Lead capture/CRM system setup	Precious	This Weekend
Client payment follow-up (Abba/Occasion Craft)	Precious	Today — August 7
Begin blog content upload	Esther	Today — August 7
Study press release example brief	Esther	Today — August 7
Support Speaker's Kit & Media Kit compilation	Esther	This Weekend
Resume formatting and forwarding to Eben	Esther	Today — August 7
Upload and publish Dr. Niyi's articles	Esther	Next Week
Article writing (all topics)	Dr. Niyi	Next Week
Article topics/titles sent to Dr. Niyi	Mr. Faith	Immediately
Book briefs sent to Praise	Mr. Faith	Immediately
Music images sent (piano/guitar)	Mr. Faith	This Weekend
Resume sent to team	Mr. Faith	Today — August 7
Confirm third company for Selected Works	Mr. Faith	Immediately
Confirm fourth book title	Mr. Faith	Immediately
Team bonus disbursement	Mr. Faith	Monday–Tuesday, August 9–10

SECTION 7: NEXT STEPS — PRIORITY ACTIONS (IMMEDIATE)

Step 1 — Mr. Faith Olaniyi (Today, August 7)

- Send **book briefs** (one per book, all four books) to Praise
- Send **article titles and topics** to Dr. Niyi (via Precious)
- Send **resume** to team for upload
- Send **music images** (piano/guitar) to Praise
- Confirm **third company** for Selected Works section
- Confirm **fourth book title** for Books/Shop section

Step 2 — Precious (Today, August 7 — IMMEDIATE)

- **Brief Praise immediately** on everything he missed during his network outage (Talks, Music, Books sections — full Section 2 brief)
- Chase photographer for **RAW files** today
- Begin compiling **Speaker's Kit content**
- Supply all **TEDx and speaking event images** to Eben and Praise
- Follow up with **Abba/Occasion Craft** for payment confirmation
- Coordinate Esther's access to the **blog backend** with Eben
- Brief Esther on blog standards, tone, and press release submission format
- Send Esther **example one** of the press release brief format

Step 3 — Eben (Today — This Weekend)

- Begin all **website structural corrections** immediately
- Set up **blog categories** and provide Esther with login access today
- Set up all **lead capture forms** (resume, speaker's kit, media kit)
- Export **sitemap XML** once corrections are complete and send to Praise
- Do NOT use the same image in multiple sections
- Test all pages on **mobile, tablet, and desktop** before sign-off

Step 4 — Praise/Preez (Today — This Weekend)

- **Receive full brief from Precious immediately**
- Finalize and post **today's social media design** ("The medium changes, the mission doesn't")
- Begin **image curation** for the website
- Design the **Talks section** with full creative discretion
- Design the **Music section** incorporating YouTube links
- Design the **Speaker's Kit** once Precious sends content
- Begin **book listing designs** once Mr. Faith sends briefs
- Run **SEO analysis** on the sitemap once received from Eben
- Guide Eben on **color codes, fonts, and visual standards** throughout

Step 5 — Esther (Today — This Weekend)

- **Receive login access** from Eben (coordinated by Precious) — today
- **Begin uploading blog content immediately** upon access
- Study the **press release example brief** sent by Precious
- Support Precious with **Speaker's Kit and Media Kit** content compilation
- Ensure all blog posts are properly **categorized, formatted, and proofread** before publishing
- **Publish Dr. Niyi's articles** as soon as they are received next week

Step 6 — Dr. Niyi (Next Week)

- Receive article topics from Mr. Faith (via Precious)
- Write, review, and submit **all articles** ready for publishing next week
- Align article content with Mr. Faith's brand voice and SEO keywords confirmed by Praise

Step 7 — ALL TEAM (This Weekend)

- Go through the **entire live website** and flag any errors, typos, broken links, or inconsistencies
- Report all issues to Eben for immediate correction
- Website should be **fully corrected and live** by end of weekend

Date of Meeting: August 7, 2026

Next Review: To be scheduled after website corrections are complete