Upload and Customize Note in Meeting Builder
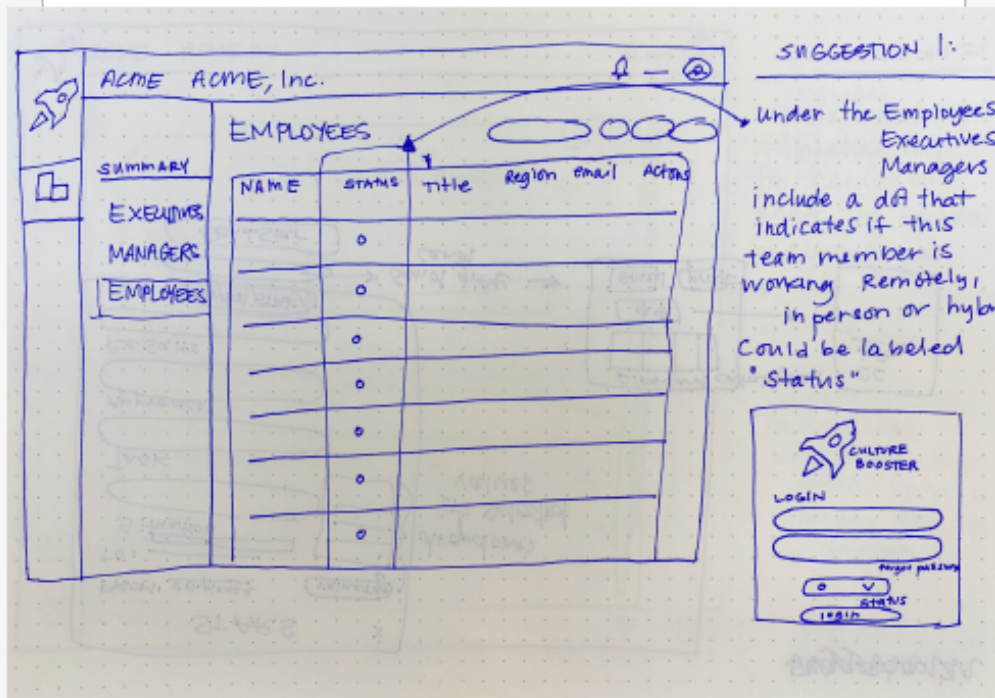
Upload option available to download resources or suggestions to share during upcoming meeting. A customizable field is also available to include any other notes that will be productive or important.
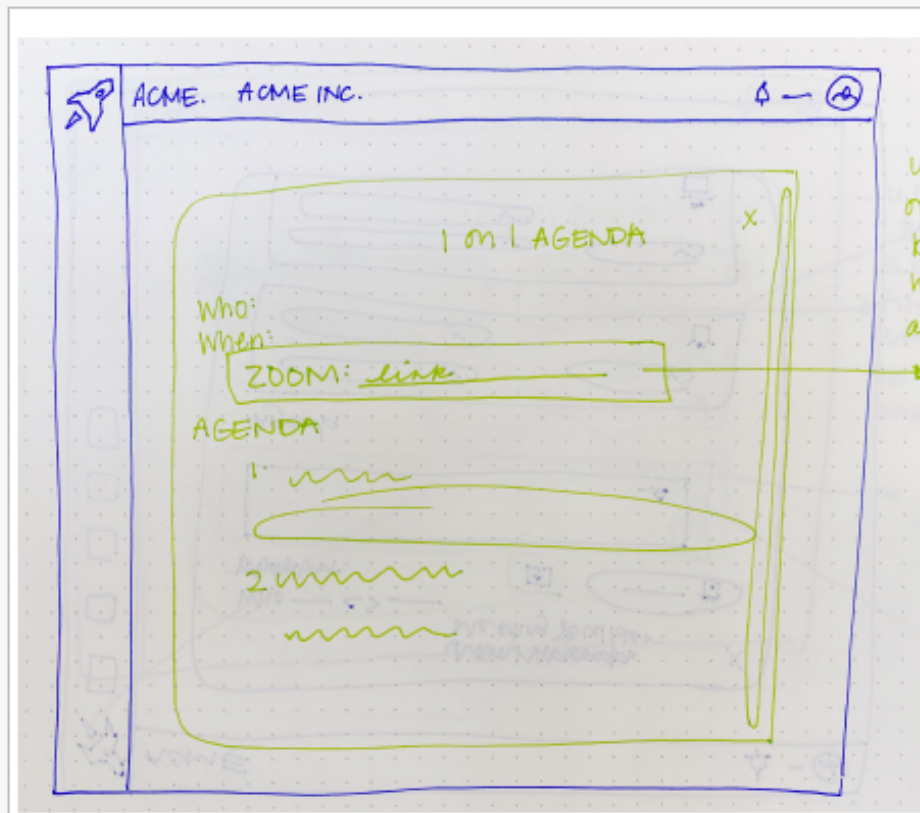
Status Option

FEATURE DESCRIPTION	RW

Upon login, team member can select if they are working remote or in the office or out of work for the day. This will also be visible under their individual profiles with a color coordinated dot.
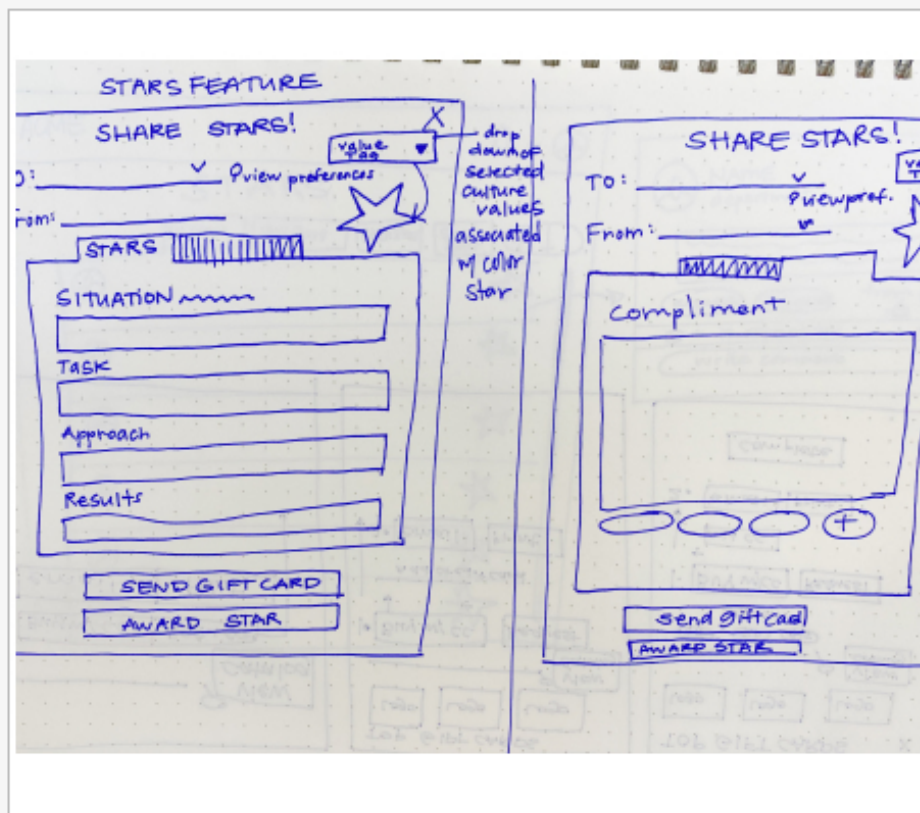
Meeting Style Option

FEATURE DESCRIPTION	RW

To help adapt to hybrid models, some meetings could be held in person or remote. To have a better idea of what options there are, add a Meeting Style with optional meeting ID links saved to easily access and schedule meetings.
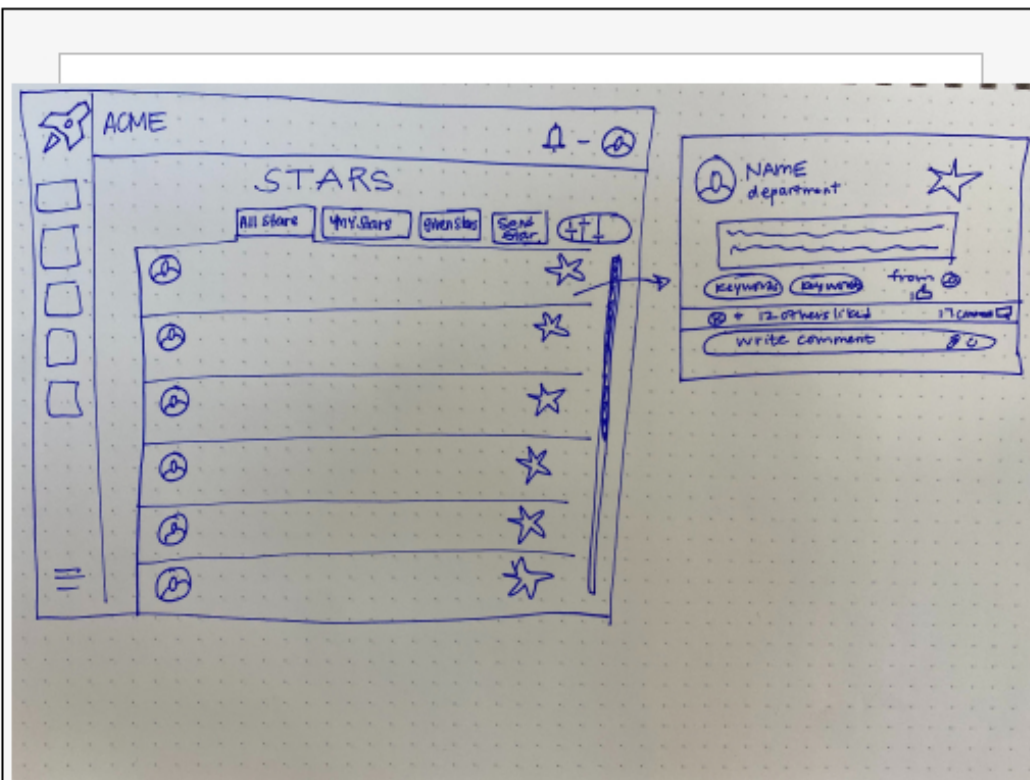
Stars Distributer Window

FEATURE DESCRIPTION   **RW**

Pop Up window that a team member is brought to after selecting "Send Star". Preferences and key words are available to the sender by searching the name. Sender can fill out in one of two formats, STARS or custom. Option to send a gift card is also available.

Stars Page

FEATURE DESCRIPTION	RW

The stars page with "All Stars" "My Stars" and "Given Stars" tabs. A feed that highlights the given Stars is shown here with ability to zoom in and comment on individual posts.