



Meeting Type: Workshop Meeting / Nov. 20 Mixer
Meeting Location: McConnell Center Cafeteria
Meeting Date: 10-22-14
Meeting Time: **11:15 am**

1. Call to order
2. Assign minute taker
3. Clarify mission/goal of event
4. Create a work plan & assign tasks to committee members
 - Press release / flyers?
 - Food donations
 - Artists
 - Set-up of space
5. Determine invitation list and how to get the word out
6. Decide how the event will flow
7. What information do we want to gather from attendees & what do we want to do with it?
8. Set next mtg. date