



Meeting Type: Workshop Meeting / Nov. 20 Mixer
Meeting Location: McConnell Center Cafeteria
Meeting Date: 11-17-14
Meeting Time: **11:30 am**

1. Call to order

2. Assign minute taker

3. Review plans
 - Press release / flyers?
 - Food donations
 - Artists
 - Set-up of space

4. Review invitation list and distribution

5. Finalize how the event will flow