1. Officer positions (Total Discussion Time: **10 mins**)
   1. Roles
      1. President
         1. Duties: Overlooks all procedures of the org
         2. Oversees duties of officers
         3. Face of the org (so point of contact)
      2. VP
         1. Applies for funding (i.e. treasurer)
         2. Event arrangement
      3. Secretary
         1. Duties: take minutes
         2. book rooms
      4. Publicity Chair
         1. Duties: decides what methods of advertisement should be used, and when to do them
            1. Deals with advertising the event
            2. Makes posters if needed
            3. Posts event to facebook pages
      5. Others - Treasurer, maybe more publicity co chairs - discuss
      6. Goal: Decide these before leaving on Monday
         1. Delegate to handle GBM planning
   2. Who should be what
      1. Discuss for about 10 mins, and get it resolved
      2. Very imp, things should work smoother and faster after these are decided.
2. GBM Planning (Total Discussion Time: **27 mins**)
   1. Appointed roles should start necessary preparations
      1. Booking room, taking minutes, etc
   2. How many people do we expect/want?
      1. Need to know in order to book correct room size
      2. Discuss for 5 mins
   3. How long should the GBM run?
      1. Is an hour long enough?
      2. Discuss for 2 mins
   4. What should we **do** at the GBM? (discuss for 10 mins)
      1. Explain how SUMS works
      2. Explain officer roles
      3. Explain how to become an officer
      4. Explain how to get involved
   5. What are the best ways to advertise for the GBM? (discuss for 10 mins)
      1. Might have a clearer idea after the Latex workshop
3. Pi Day (Total Discussion Time: **10 mins**)
   1. Should a committee be formed to prepare an event?
      1. Or should we focus entirely on the GBM?