MEETING OUT LINE

**CAREER SERVICES (*DAN) (10 MIN)***

* LET STUDENTS KNOW THAT IS IS AVAILABLE AND WHAT SERVICES HE OFFERS

**GAME DEMONSTRATION*****(CS STUDENTS) (5 MIN)***

* GIVE STUDENTS A CHANCE TO DEMONSTRATE THEIR SKILLS

**GENERAL INFO (*CURTIS* / *DAVID) (10 MIN)***

* ASK PEOPLE FOR THEIR INPUT ON QUOTES FOR T-SHIRT TAKE A VOTE AND ANNOUNCE PRICE OF SHIRT $12.00
* ASK PEOPLE TO VOLUNTEER SEND AROUND SHEET (SHEET WILL ALSO BE POSTED ON THE BULLENTIN BOARD
* FORM COMITEE TO UPDATE BILBO
* ASK FOR VOLUNTEERS FOR V-DAY BAKE SALE
* PLAN DEBUGGER TUTORIAL
* ASK PEOPLE TO SIGN UP FOR CLUB

**OUT LOOK *(SAM / DR. LIOW THIS WILL BE THE MAJORITY OF THE MEETING) (15 MIN)***

* SAM WILL PRESENT A POWER POINT WITH FACTS
* PASS OUT 100 BEST JOBS
* DR. LIOW CONTRIBUTE TO OUT-LOOK AND DISCUSS HIS EXPERIENCE

**PLAN AHEAD *(TOMAS) (5-10 MIN)***

* DISCUSS THE IMPORTANCE OF MAPPING OUT COURSE SCHEDUAL EARLY, SHOW BRIEF EXAMPLE OF EXCEL SPREAD SHEET, AND OFFER A LUNCH MEETING WITH DR. LIOW TO HELP STUDENTS PLAN THERE COURSE SCHEDUAL
* ENCOURAGE STUDENTS TO FORM SOCIAL NETWORKS AND REMIND THEM THE ABLITY TO WORK IN GROUPS IS VALUBLE SO WORK WITH AS MANY PLEOPLE AS YOU CAN AND REMEMBER TO SWITCH UP THE GROUPS YOU WORK IN

**PORTFOILIO *(BRANDY) (5-10 MIN)***

* SHOW STUDENTS HOW TO START A PORTFOILIO HAVE FOLDERS FOR
* PROJECTS ORGANIZE BY DATE/NAME/GROUP
* JOBS LIST OF PREVIOUS AND CURRENT JOBS INCLUDING DATES, ADDRESSES, NAMES, DUTIES, EARNINGS
* LIST OF VOLUNTEER/TUTORING WORK
* LIST OF AWARDS
* RESUMES
* SHOW STUDENTS HOW TO ORGANIZE CLASS INFORMATION USING FOLDERS

**RESUME CRITIQUE** *(DR. LIOW MOST LIKELY THERE WILL NOT BE ENOUGH TIME FOR THIS TODAY BUT PUSH THIS TO ANOTHER MEETING)*

* WHEN SENDING OUT RESUMES KEEP RECORD OF COMPANIES AND VERSION OF RESUME, ALONG WITH COMMUNICATION BETWEEN THE EMPLOYER AND YOURSELF
* SEND OUT TONS (100+) RESUMES THE MORE THE BETTER AND START EARLY, THIS CAN BE USED AS LEVERAGE
* CREATE AN OUTSTANDING RESUME THIS IS OFTEN YOUR FIRST/ ONLY IMPRESSION TO A POSSIBLE EMPLOYER
* DR. LIOW WILL CRITIQUE RESUMES (POSSIBLY A SKIT)