**Cloud Club Operations Manual**

**Purpose**

The purpose of Cloud Club is to teach and offer students hands on experience with the Cloud. The goals of this organization are to improve student’s abilities with the Cloud and software development. To achieve these goals, Cloud Club will meet on a regular basis to discuss and work with cutting-edge Cloud technologies.

**Meetings & Travel**

**When**

The Cloud Club meets on a bi-weekly basis on Monday’s starting in early-September and ending mid-April. During the 2022-2023 year the club will not start meeting until November.

**Where**

The cloud club will meet at an on-campus reserved location. This will likely be a reserved room in Pearson Hall.

**Traveling**

N/A

**Space Reservation**

The president is responsible for reserving meeting spaces. Meeting spaces should be reserved as early in advance as possible.

**2022-2023 Academic Year** **Meeting Schedule** (tentative)

**November 14, 2022 - Club meeting**

* Welcome members
* Review the purpose of the club
* Inform members of the club’s schedule
* Invite members to the club’s discord
* Basic Cloud topics
  + Discussion
  + Preview of the future hands-on-experiences
* Prepare everyone for future meeting’s hands-on-experience
  + Ask everyone to sign up for GitHub & AWS
  + Invite members to GitHub organization

**November 28, 2022 - Club meeting**

* Continuous Integration & Continuous Deployment (CI/CD)
  + Discussion
  + Hands-on-experience (GitHub Actions)

**January 23, 2023 - Club meeting**

* Cloud Storage
  + Discussion
  + Hands-on-experience (AWS S3)

**February 6, 2023 - Club meeting**

* Cloud computing
  + Discussion
  + Hands-on-experience (AWS EC2)

**February 20, 2023 - Club meeting**

* Serverless computing
  + Discussion
  + Hands-on-experience (AWS Lambda)

**March 6, 2023 - Club meeting**

* Infrastructure as Code (IaC)
  + Discussion
  + Hands-on-experience (AWS Cloudformation)

**March 20, 2023 - Club meeting**

* Docker
  + Discussion
  + Hands-on-experience

**April 3, 2023 - Club meeting**

* Recap on everything learned/discussed
* Project presentations
  + Allow members to showcase (cloud-based) projects they developed

**Equipment & Emergency Protocols**

**Equipment**

The Cloud Club owns and rents no physical equipment.

In case the Cloud Club needs to rent or purchase equipment, the president and vice president are responsible for the safety of the equipment.

**Cloud Club Software Accounts & Servers**

* Cloud Club Discord Server
  + Used for remote communication with club members
* Cloud Club GitHub Organization
  + Used for providing coding resources to club members

Note that club members are not required to utilize any of the resources listed above.

**Emergency Protocols**

* There are no inherent risks associated with participating in Cloud Club activities.
* Club members do not need to sign participation agreements or liability waivers.
* In the event of an injury or emergency the Cloud Club will contact;
  + The appropriate authorities,
  + The emergency contacts of anyone involved.
* The club’s emergency protocol is not different given the injury happens out of state.
* The president and vice president officers are responsible for risk management. The duties have been outlined extensively in the Cloud Club Constitution.

**Finances & Fundraising**

**Finances**

The Cloud Club does not receive funding of any kind.

If changes to the club are made such that finances are needed, the Treasurer is responsible for managing the finances.

**Fundraising**

* The Cloud Club does not engage in any fundraising activities.
* The Cloud Club is not soliciting funds or items from local businesses.
* The Cloud Club is not sponsored by any third parties.

**Annual Activities & Marketing**

**Annual Activities**

* The Cloud Club does not participate in any activities other than its own meetings.
* The Cloud Club submits the following club activities to the Event Authorization Committee for approval:
  + Space Reservations for reserving meeting spaces.

**Marketing**

* The Cloud Club has the @cloudclubisu instagram account.
* The Cloud Club does not currently post flyers.

**Adviser/Coach & Affiliation**

**Advisor/Coach**

* The Cloud Club meets with its advisor irregularly. However, the Cloud Club is in contact with its advisor via Email on a regular basis.
* The Advisor does not have any specific duties. Though, he may promote the Cloud Club to his classes as he sees fit.
* The advisor is quite knowledgeable in the area pertaining to the Cloud Club.
* The advisor may stop in occasionally, but he is not expected to attend Cloud Club meetings.

**Affiliation**

* The Cloud Club is not directly affiliated with a college or department at Iowa State University.
* The Cloud Club is not affiliated with a non-ISU governing body.
* The Cloud Club is not a current member of a regional, national, or governing body.