

Kick-Off Meeting Notes

5 February 2026

- Introduction
 - Jessica Catley
 - Agent
 - Students are the clients
 - Year 15 as a teacher
 - On the board for Virginia DECA
- Project guidelines
- Expectations
 - Communication
 - Effectively communicate
 - Fall into roles and help others with their roles
 - Preferably email
 - Scope
- Discussion of project specifics
 - Management documents and website
 - Discussion of project scope, time, and cost goals
- Project ideas and plan
 - We sell chocolate chip cookies after school a few days a month as a fundraiser. I think we typically make ~\$65 in 15 minutes each day we do this. You could help the students with this project and try to double that income?
 - At Blacksburg high school
 - 1300 students
- List of action items from meeting
- DECA
 - Student led organization
 - 13 students at BHS
 - Specific roles
 - President and 2 VPs
 - Competition team
 - Marketing team
 - Finance team
 - Matthew, sophomore, DECA finance
 - Very detail oriented