**AGENDA:**

* No party - think up gifts for mentors - $10 from each board member, due by next exec meeting. Give this to Kevin.
* Individual roles: Kevin, responsible for drawing up instructions/prep on the check-in, check-out app | DoE PL & crew, responsible for drawing up teaching plans for the next year | Shashank, work on outreach for the next year…we need new members | Andrew, keep working on grants, start planning out fundraising event for next year
* Choose way to organize notes for posterity, team comms, etc.
  + Richard: Set up Rally
  + Others: Let’s try Slack, and \_\_\_\_
  + What are your priorities?

Attendees: Andrew W., Shelby S., Shashank M., Jeffrey G., Haotian Z., Kevin C., Annette G.

Paid: Shashank, Haotian, Kevin, Shelby, Andrew, Daniel, Lucas

>> Parker, Wilson, Lee, and Levin

Building:

* Rotations like last year
* Electronics, drilling, building, wrenches, saw

**Secretary (Kevin):**

* Figure out how to get the hours analysis from the new app on the desktop computer
* Draw up a sheet of directions for check-in, check-out
* Read the directions on the Skyline website about how to do meeting notes
* Attend all exec meetings & as many normal meetings as he can so he can actually do meeting notes and exec meetings … you must find out what happened at meetings you didn’t go to also
* Start uploading meeting notes as “blog posts” and learn/do the meeting updates on the website <https://www.spartabots.org/meetings> (ask Matthew for admin privileges also)

**Treasurer (Jasmine):**

* Transfer all files from treasurer account to normal account
* Talk to Matthew about getting website form for website onto the normal account rather than treasurer account
* Make sure wheels for table get ordered, and the two new build kits get here from Mr.Wilson
* Draw up a spending plan for next year - keep in mind we need new metal, ask Levin to talk to Ryerson for us

**DoE (Lucas):**

* Draw plans for t-shirt cannon, if it’s still a thing
* Start making plans for how to teach upcoming members how to do the basics - please ask Annette about the “plan”
* Be more involved with making the mini bots

**DoC (Shashank):**

* Make sure we get into farmer’s markets
* Do what you can about salmon days
* Find out ways we can reach out to incoming 9th graders (present 8th graders) at middle school robotics … Richard and Annette both have contacts
* Brainstorm ways we can put on a Intro to Robotics kind of day in which they can find out what we’re about
* Ask Daniel for the flyer, edit a little bit...make sure to put these up in the school at the beginning

**DoF (Andrew):**

* Draw up a timeline for Fundraising
* Find grant opportunities (look to get at least 1 by next week, we want to apply to as many as possible) … look online ie. Boeing, Microsoft, etc.
* Do at least Boeing’s by the start of school next year
* Organize trips to send people to local businesses like ACE and Home Depot to ask them to donate parts (2 weeks)

**Build leads (Jeffrey, Haotian, Chris):**

* Brainstorm w/ lucas about how to teach next year

**Software Lead (John):**

* Brainstorm how to teach students next year for how we code, and begin organizing software meetings for next year
* See from Matthew if he can teach you how to operate the website

**Safety Lead (Shelby): --**