Operating guidelines

1. Types of activities:
   A. Student programs: Examples - Industry sessions, mentoring programs
   B. Ongoing responsibilities: Examples - Website, calendar, communication
   C. Time bound tasks: Examples - Examples - Set expectations with the next speaker, create alumni database, activate bank account for alumni

2. Group activities

   - Collectively decide on the aims and objectives of student programs (WHAT)
   - Collectively decide on the student programs that should be taken up by the group
   - Ensure equitable distribution of ownership across student programs
   - Assign owners for ongoing responsibilities on a rotational basis

3. Individual activities

   - Individuals have complete freedom on how a student program needs to be executed (HOW)
   - Individual should ensure that he/she adheres to the aims and objectives of the specific program as decided by the group.
   - Individual is empowered to accept/reject feedback on how a student program should be executed
   - Individual is free to enlist the support of others for help on specific tasks (Type C) that fall under the specific student program

4. Process Elements

   - A single view of all the ongoing activities (Type A, B and C) with assigned owners
   - Periodic meetings on specific date/time scheduled in advance that will take place if we have the required quorum (4 out of 7 ?)
   - Content of periodic meeting
     - Discuss prioritized list of agenda items that will be circulated ahead of the meeting
     - Meeting will focus only on the WHAT and not the HOW
   - If required, voting will be used to decide if a proposed activity should be taken up by the group
   - Minutes of all decisions taken in the meetings to be made available for future reference
   - Use of collaborative work area for detailed discussions on all ongoing activities to enable quick decisions can be taken in the periodic meetings