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To: All SYNTAX Members
From: Russel Jerard Santos & Kyle Santos, Group Organizers
Date: November 21, 2022
Subject: Bi-Monthly General Assembly and Project Updates

This memorandum serves to inform all members of SYNTAX that our General Assembly will now be held twice a month in the Computer Laboratory. Attendance is mandatory for all active members. The purpose of these assemblies is to present our upcoming projects, including the Tech Innovation Week and the Coding Bootcamp, and to discuss ongoing organizational matters.
Meeting Schedule (Twice a Month):

- 1st Meeting: 2nd Thursday of each month, 2:00 PM – 4:00 PM
- 2nd Meeting: 4th Thursday of each month, 2:00 PM – 4:00 PM
- Location: Computer Laboratory
- Next Meeting: November 28, 2025

Members are encouraged to prepare suggestions, questions, or concerns to raise during the open forum. These regular meetings will also review updated membership guidelines, expectations for volunteers, and participation in planned activities for the semester.
Your active participation is essential to the success of our initiatives and the continued growth of the organization. Please confirm your attendance using the Google Form link posted in the official group chat.
Thank you, and we look forward to seeing you at all upcoming meetings.

Russel Jerard Santos & Kyle Vincent Santos
Group Organizers, SYNTAX

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