**MEETING: 4/22 Agenda**

Why are we starting a club?

Help us/students gain business exposure

Leadership opportunity for us

Meet other students/grad students/faculty with similar interests

Basics

Going to take time

E board will meet once every week/two weeks

Important to be focused

Ask for thoughts on club

What do you want out of it?

How should it be run?

What should we cover?

Titles?

Club name?

Advisor involvement?

Things we have to do before semester ends

Write Constitution/bylaws

Figure out funding (budget?)

Set up a meeting with members

3 weeks left of school

1 big meeting

Why? Find out who’s interested/Get email list

When/where? Olin?

1 or 2 meetings with us

For next time (sometime next week):

Walter- talking to other clubs (format/logistics + curriculum)

Brett- funding, constitution

Kelsey- people/when is the meeting (sheet + room location?)

**Recap**

Club- perhaps meet biweekly?

Time events with things going on (ex: resume critique around career fair)

First meeting- find a room/time, projector?

Advertise- facebook, word of mouth, sheet

Be professional- show that club is serious

Set up powerpoint

Have signup sheet

logistics- use resources available

Be leaders

Be prepared- take notes during meetings

Set up google group to keep track of info

Finalize timeline

Delegate tasks and keep track

Talked to professor center who agreed to be advisor

Should keep in loop

Will be out of country from jul-sep

Has experience in business

Can sign forms this spring or electronically