**Recap 3/3**

People

initial members [gage interest]

faculty advisor [identify advisor]

subject-matter experts

Process

requirements [understand and identify gaps]

make chart- req/action/time [develop plans]

benchmarking- be prepared for meetings [leverage resources]

timeline [understand timeline and key dates]

Execution

develop plan

understand timeline

**To-Do**

To complete registration process:

Student organization info form (online)

organization name

type (ind or univ)

funding source (Student Assembly Finance Commission?)

purpose

meeting time (/place?)

list of members

email/website/phone/address

advisor info

officer contact info (4 positions- president, vp, secretary, treasurer)

constitution & bylaws

submit CIO (independent) or advisor verification form (university)

Other Things

Basics: name, type, funding, meeting time, contact info, forms

People: members, officers, advisor

Written: purpose, constitution, bylaws

decide on name/purpose

find members, officers

fill out contact info, meeting time

write purpose/constitution/bylaws

find advisor

**Recap 3/15**

Action

figure out timeline

talk to staff (SAO)

univ vs. ind, dates, forms, process, approval, budget

get actual forms

identify reqs for advisor (type to word doc)

update fact sheet

next steps

identify advisor

talk to other business clubs

begin to recruit/gauge interest

purpose

preparation (resume, cover letters, cases) for internships and full time offers in business areas

opportunity to interact with graduate business students and faculty

engineering diversify to business fields

benefits:

specifically catered/designed to meet the needs of engineering students

provide opportunity to engineering students to take on leadership/develop skills

important to have paper to give to prospective members/advisor

can meet grad students in JCF

don’t worry about curriculum yet

purpose should have 3 points

talk to many people- can make officers

**To-Do**

talk to staff (SAO)

univ vs. ind, dates, forms, process, approval, budget

get actual forms

figure out timeline

identify reqs for advisor (type to word doc)

update fact sheet

**Actions**

called SAO: most organizations are independent

paperwork due by Aug 1, no sense in starting this semester

funding already past for fall, can get for spring (SAFC)

make sure to follow constitution guidelines online

sign CIO form- all 4 officers and advisor

forms: <http://sao.cornell.edu/SO/content/resources>

timeline: can submit starting August 1, so be ready by then

by end of semester have- constitution, bylaws, all other info ready

advisor responsibilities: provide guidance for topics

limited meeting attendance (once a month?)

assistance in creating certain events

fact sheet:

who can join: The club is open to any undergraduate student interested in better preparing oneself for a business field. The primary focus is on an engineering background, but the organization is not limited to students enrolled in the College of Engineering.

purpose: The club’s main purpose is to prepare students from technical background for business fields. Events such as resume critiquing and mock interviews will help students strengthen their familiarity with business-type jobs and internships.

The club also provides a networking opportunity for students to meet other undergraduate students with similar interests and also students from the Johnson School. The club offers both professional and social interactions which will aid in the establishment of beneficial relationships.

The club will enhance students’ current curriculums, as it provides business knowledge on top of an existing technical background. Students are able to explore other fields and interests which can supplement their current studies.

**Recap 3/31**

Action

print out all forms

create fact sheet

**Recap 4/7**

Went over fact sheet

**To-Do**

finalize officers

find out about funding

clarify online application

2 potential advisors

**Actions**

called SAFC- funding application for fall comes in august. best to register org in july and prepare budget (following guidelines online.) <http://assembly.cornell.edu/SAFC/ApplyingForFunds>

more details on website will be added as date approaches

online app- asks for organization email/website/phone/address

list email/website as N/A (new organizations can apply for both after

registering)

write down own phone/address (unless getting mailbox)

advisors- John Callister ([jc62@cornell.edu](mailto:jc62@cornell.edu))

T. Michael Duncan ([tmd10@cornell.edu](mailto:tmd10@cornell.edu))

**Recap 4/15**

First meeting- location/logistics (how to reserve room)

agenda (intro, purpose of club)- sign up sheet

set up meeting with officers- before: set up timeline

know all aspects (ex: safc)

give specific tasks to help feel involved

email duncan for meeting