

MEETING MINUTES

Topic:

Monday, October 16, 2017

12:30pm-1:00pm

Minutes recorded by Kyle

Meeting called by Kyle

Attendees: Ali, Faisel, Kyle, Madison

Table 1. Record of meeting.

12:30pm-12:45pm 10/16/17	Website Design <ul style="list-style-type: none">• Madison showed her ideas for a website design• Showed Kyle some Dreamweaver functions to help with design process	Madison	Rm 112 EGR
12:45pm-12:55pm 10/16/17	Funding/Registration <ul style="list-style-type: none">• Chicago Registration Opened• ASNAU transportation Funding	Madison	Rm 112 EGR
12:55pm-1:00pm 10/16/17	Plan for next meeting <ul style="list-style-type: none">• Have progress made on Forms for ASNAU funding and Registration for Finals Contest	Kyle	Rm 112 EGR

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Get paper work for ASNAU funding (prepared)	Madison	10/18/17	TBC
Purchase order for Registration Fee (Prepared/researched)	Faisel	10/18/17	TBC

Next formal meeting:

Wednesday, October 18, 2017 - DuBois Center RM 011 – 5:30pm