

Sigma Zeta Meeting Agenda



Phi Theta Kappa
General Chapter Meeting
Monday, February 11, 2013
Building 19, Room 248



Schedule	Topic	Lead	Outcomes	Length
4:00 PM	Call to Order, Roll Call Adoption of Minutes Agenda Review	Tracy	Begin meeting, pass around sign up sheet, adopt minutes received by email, and scan agenda for gaps	0:05
4:05 PM	Ice Breaker -	Tracy	Where will you be next fall (academic)?	0:05
4:10 PM	Time Capsule Award Cmte.	Caleb	Convene/Confirm Committee	0:10
4:20 PM	Comms. Award Cmte.	Caleb	Details and Direction for Committee	0:05
4:25 PM	Informal Induction	Tracy	March 4 - Flowers ... Invitations, PR	0:10
4:35 PM	Valentines Day Fundraiser	Athenas	Special Orders and Table Displays	0:15
4:50 PM	Fun & Fellowship Activity	Chandler	Proposals for something fun to do	0:05
4:55 PM	Reports	Officers		0:15
5:10 PM	Reflection/Items for next mtg.		Prepare for Goal-Setting	0:05
5:15 PM	Regional Coordinator update			0:15
5:30 PM	Adjourn meeting			

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