

Sigma Zeta Meeting Agenda



Phi Theta Kappa
General Chapter Meeting
Monday, February 25, 2013
Building 19, Room 248



Schedule	Topic	Lead	Outcomes	Length
	Call to Order Roll Call			
4:00 PM	Agenda Review	Tracy	Begin meeting, pass around sign up sheet, and scan agenda for gaps	0:05
4:05 PM	Adoption of Minutes	Tracy	Make changes and adopt into record	0:05
4:10 PM	Ice Breaker	Tracy	How about those late midterms?	0:10
4:20 PM	Adopt a Road Service	Tracy	Reschedule since nobody showed up	0:05
4:25 PM	Office Hours Accountability	Tracy	How many hours did you serve last wk?	0:10
4:35 PM	Upcoming Dates/events	All	Solidify Calendar	0:15
4:50 PM	San Jose Trip Meals	Tracy	Estimate cost to chapter, schedule vote	0:10
5:00 PM	Burning Questions	All	Open Forum	0:05
5:05 PM	Reports/Announcements	All		0:05
5:10 PM	Coordinator Update			0:05
5:15 PM	Adjourn meeting			

Agh!!

Undone: Roger Gamblin Work Order, and the weekly for beter world books!

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