

Sigma Zeta Meeting Agenda



Phi Theta Kappa
General Chapter Meeting
Monday, March 04, 2013
Building 19, Room 248



Schedule	Topic	Lead	Outcomes	Length
	Call to Order Roll Call		Begin meeting, pass around sign up sheet, and scan agenda for gaps	
4:00 PM	Agenda Review	Tracy		0:05
4:05 PM	Adoption of Minutes	Tracy	Raquel did not do the minutes (all term)	0:05
4:10 PM	Ice Breaker	Tracy	What grinds your gears today?	0:05
4:15 PM	Meeting Time next term	Tracy	Discuss Schedules and issues	0:10
4:25 PM	Upcoming Events	Tracy	Look at the calendar, Election, etc.	0:05
4:30 PM	Time Capsule	Caleb	Committee Discussion time	0:10
4:40 PM	Coord/Adv. Update	Tracy	What is going on?	0:05
4:45 PM	Adjourn General meeting			

Closed Executive Meeting

4:55 PM	Executive Meeting	Tracy	Call to Order	0:05
5:00 PM	Internal Communications Officer, discuss abandoned post and remedy			0:10
5:10 PM	Appointing an Interim Internal Communications Officer			0:10
5:20 PM	Officer Accountability & Expectations to remain in office			0:05
5:25 PM	Burning Questions and Core Team reports			0:05
5:30 PM	Adjournment	Tracy		