REMINDERS

- Send reports to Sarah and Harrison
- **BY TOMORROW THURSDAY 1/19** - If you haven’t, provide Kiana and/or Brady on website bio/pictures as well as feedback/revisions
- **BEFORE FRIDAY 1/20** – email Sarah and Harrison a paragraph for the trifold about your project, provide photos if available
- First workshop with Sarah – **SUNDAY 1/22 at 5pm in Nati conference room**

Agenda:

1. **Roses and Thorns**
   
   2. **Finalize tabling discussion** (creation of the demonstrative, schedule, handouts, etc)
      - Tabling starts next week! (Week 3) from 10-2
      - **IDEA:** Use google doc? Get schedules from everyone and provide notes
      - Come equipped with handouts, trifold, candy, mailing list to get e-mails?
         - Trifold = comprised of all projects going on in the office.
         - **BEFORE FRIDAY (January 20th)** = email Sarah and Harrison both a paragraph/something displayed on this trifold regarding your project(s). Provide pictures if available.
      - **Reports** – better and more efficient for meetings to do reports via the web, email BOTH SARAH AND HARRISON – ideally to construct agenda to distribute to everyone IF NEED BE – cuts out ~45 minutes of meeting that can be replaced getting there.
         - **STARTING NEXT WEEK!!!!!!! NOT OPTIONAL!!!!!!!!!!!! REQUIRED AND IS IN PLACE OF YOUR REPORTS GIVEN DURING MEETING TIME! IF YOU MISS ONE, HONORARIA WILL BE DOCKED DUN DUN DUN

3. **Overview of workshops** (first one being this Sunday 1/22)
   - Relay information of workshops to fellows
   - **Collaborative effort** – Keep in contact with fellows, remain fellows to BE THERE (no excuses)
   - Sundays at 6-7pm
   - **Sunday 1/22 at 5 PM – First Workshop in NATI CONFERENCE ROOM with Sarah**

4. **Any other announcements**
   - **Website**
     - Brady’s fellow, Kiana, needs feedback:
       1. What we want from what we have already – needs information
       2. Under current projects: has stuff, but description is looking a bit bare
3. Name, Title, What you’re responsible for, Year, Major,
   Statement of what you’re doing with position,
   activities/committees,
4. Solid paragraph of project(s)/description of position
5. Need picture and content from Yoel, Brady, Abby, and
   Alejandro on the website BY END OF TOMORROW (JANUARY
   19, THURSDAY)
6. Give general feedback with website appearance to Brady

5. Collective ASOP Breath