

Vice Chair (Mark) & Chair (Mike)

-Contact Info Sheet & CAE Login

Confirm that all info is correct on the Contact Sheet with CAE Login

-Fall Calendar

Fall Calendar on bottom of agenda. List of sponsors for general meetings

-Conference in Minnesota

-Info not listed on calendar is on Google Calendar

-Office Hours

-Each officer is responsible for staying for one class hour this semester. Sign up for an hour.

-Mini-Meeting

-Meet with chair and vice chair this week for 15 minutes. Will discuss plans and ideas for the semester.

-Status Reports

-Weekly online submission for what you have done for ASME for the week and anticipate what you may need help with or anything you would like to be put on the next meeting agenda.

-Due every Sunday by midnight

-General Officer Info Sheets

-Take a look at the list in the office, necessary info sheet will be on the back of the door. Also there is a new combination for the lock.

-Please be patient with the computer in the office.

-Book Exchange

-This Thursday, bring in the books in the morning in Tong Auditorium.

-There will be a sign-up for volunteering

-Notebook Sales

-A large part of our fundraising is notebook sales.

-Targeting the Freshmen in the intro classes out side of 1800 Ehall

-Membership Renewal

-As an officer its required to become a member of ASME, please do this online.

-Under Classmen Rep

-Please tell freshmen that this position is available.

-Officer Retreat

-Retreat Agenda coming out in the next few days

-1609 Regent

Dustin

-BP is heavily recruiting ASME Members- more info to come about potential internship opportunities

Jessica

-Please put info on status reports so we can send one email out a week