

General

- Office Hours
 - All offices signed up for office hours
 - The list of when people are holding office hours is on the door.
- Contact List
 - The contact list has been updated of the officers
 - All officers, please check your contact information to see if it is right.
- Shared Space
 - If you don't have access, let the webmaster know.
 - Email him with your CAE user name
 - Also let him know your name and title for the website

Fundraising

- Notebook Sales
 - Tomorrow (1/21) we are seilling them around noon.
 - Also people may come to get them during office hours. Be there to answer questions and take money. (\$15)

Polygon

- COE Booksale
 - An email will be sent out later tonight about volunteering information
 - It will be on the first Thursday of the semester.
- E-Week
 - 2nd or 3rd week in February
 - Will get more information at the Polygon meeting tomorrow.
 - Remember and keep days open

High School Day on Campus

- Sometime in March
- Need help setting up tours

Industrial

- The speaker for February 10th cancelled. We need to find a new speaker.
- If you know of any companies (coopod or interned?) please let the IRs know.

Officer Retreat

- Friday.
- Will send an email about leaving time. The place is still to be determined.
 - Events: icebreakers, dinner, design competition, business, and social.

1st General Meeting:

- Next Tuesday
- Food for 70 people
 - Pizza, usually Gumbys, maybe some other kind. Company doesn't want to pay much though (maybe Ians).
Programming: look into it.
 - Flint Hills is speaking
 - Advertise: put posters up!