1. **Time Frame** – You approximately ninety seven weeks. If you still need to sign up for a slot please see [illegible]

2. **Kathy Kennedy Director of Satellite Services – Department Presentation** – Kathy presented on the organization and [illegible]. Please see attached [illegible].

3. **Annual Financial Review** – We hold it on Monday, February 14th in the Harvard Mixer[illegible] at 1:00 PM. We encouraged to give review per the syllabus. [illegible] registration [illegible].

4. **Challenge the Status Quo:** Theresa gave a summary of managing Dr. Mott gave to the [illegible] activity. Here is an abbreviated change story. Situation: [illegible] in the [illegible] [illegible]. We should be looking for new ways to do things in an effort to get better as a [illegible]. Considering a [illegible] in organizational structure or [illegible]. If you see something different that you [illegible] for [illegible] and [illegible] [illegible] before jumping to conclusions.

5. **Procedure** – Chapter [illegible] provided to administration [illegible] the following [illegible].

   - [illegible] – [illegible] [illegible] [illegible]