HKN Member Meeting 6 Agenda

Date: *Monday November 21, 2005*
Semester: *Fall*
Author: *N.F. Singh*

1) **Initiation Ceremony**
   a. Date/Time: *Thurs Dec 1, 6:00pm*
      i. Dinner immediately after ceremony
      ii. Dress code: formal attire required
   b. Volunteer needed for ceremony setup
   c. Need drivers
   d. HKN cannot pay for alcohol
   e. Guests must pay for half (limit one guest per member)

2) **Misc Task Status**
   a. Completed
      i. New phone, wireless router (Yen Chin)
      ii. Website changes (James L)
      iii. Annual HKN report
   b. Pending
      i. PolarFab/ATK tour/talk (Rick)
      ii. Signature book repair follow-up (Allen)

3) **Major Projects Status**
   a. Room Renovation (Nicholas)
      i. Meeting w/ University Foundation execs (Nicholas)
      ii. Meeting w/ CPPM and Stageberg Beyer Sachs
      iii. Estimated complete date on 1st design review – Dec 13th
      iv. Plaque team
         1. Unleash designer? (James S)
         2. Design timetable?
   b. Data Reorganization
      i. Brainstorm meeting completed
      ii. Data structuring, archives, database design (Dayo)
   c. Ceremony Redesign
      i. Purchase special decorations and props
         1. Custom tablecloth (Yen Chin)
         2. Smaller banner (Yen Chin)
         3. Permanent scripts, etc

4) **Room cleanliness report**
   a. Dayo/James L
   b. Next up: Mohit Fuchyi