

Macro Student Organization
Agenda: 11.18.05

OLD/ONGOING BUSINESS

- Sponsored events
 - Happy hour and pumpkin carving
- Parent organization affiliation
 - ACS
 - PMSE letter sent
- Seminar series
 - Change of date for Covitch talk (3/8 to 3/22)
 - Career workshop – February (see Tentative Agenda below)
 - Who to invite?
 - How to publicize?

NEW BUSINESS

- Holiday party
- General task redistribution (see General Task Breakdown below)
- Student representation

OFFICERS' REPORTS

- Vice-President
- Secretary
- Treasurer
- Webmaster
- Members-at-Large
- Staff Liaison/Newsletter Editor

Tentative Agenda
Career Development Workshop –
Case Western Reserve University
Feb. 18, 2006

Sign-in, Coffee and Donuts (8:30 – 9:00)

Part I (9:00 – 10:00)

- Intro: Why Are We Here?
- The New Rules of Industrial Research
- Questions/Discussion

Break (10:00 – 10:15)

Part II (10:15 – 12:00)

- Self-Assessment: Knowing Yourself
- Be the CEO of Me.Life

Lunch and Informal Discussion (12:00 – 1:00)

Part III (1:00 – 2:30)

- Working in a high-performance, team-based environment

Break (2:30 – 2:45)

Part IV (2:45 – 4:15)

- Communication skills and resume preparation

Part V (4:15 – 4:30)

- Wrap-up
- Evaluation of the Workshop

General Task Breakdown

- Corresponding
 - External to department
 - Internal to department
- Seminar attendance recording
- Event coordinating
- Room scheduling
- Agenda/Minute writing
- Archiving
 - Collecting/Assembling
 - Correspondences
 - Agendas/Minutes
 - Fliers/Forms
 - Happy hour (fliers, label template, pricing/beer list)
 - Macro talkies (fliers)
 - Website html files
 - Budgets
 - Newsletters
 - Pictures
- Flier posting
- Website managing
- Account managing
- Purchasing/Reimbursing
- Newsletter editing
- Picture taking