**IEEE Executive Board Meeting Minutes mm/dd/yyyy**

1. Call to Order (Time the meeting begins)
2. Roll Call
   * Chair
   * Vice-Chair
   * Treasurer
   * Secretary
   * Additional Positions…
3. Plan for Meetings
   * This weeks meeting
   * Next week's meeting
   * Meeting 2 weeks out
   * Meeting 3 weeks out (Think ahead!)
4. Technical Development Events
   * Workshop planned for mm/dd
   * Workshop planned for mm/dd
   * Release new tutorials on mm/dd
   * Competition on mm/dd
5. Professional Development Events
   * Resume review planned for mm/dd
   * Professional pictures are available during our meeting on mm/dd
   * Mock interviews are planned for mm/dd
6. Career Development Events
   * Career Fair mm/dd
   * Find other schools career fairs to attend
7. Conferences
   * IEEE Student Leadership Conference on mm/dd
   * Find other events that IEEE is holding on IEEE vTools
8. Tours
   * Reach out to companies we have already visited to setup another tour
     + Tentative days for Company 1 is mm/dd or mm/dd
     + Tentative days for Company 2 is mm/dd or mm/dd
   * Reach out to companies to see if they would allow us to setup a tour
     + Company 1
     + Company 2
   * Plan rides for the tour of THE COMPANY on mm/dd
     + Chair, Vice-Chair, Secretary as drivers
9. Open Floor or Round Table
   * This is the time for Executive Board members to share concerns or new ideas
10. Adjournment (Time meeting ends as declared by Chair)