**Steps for Holding an IEEE ExCom Meeting at Restaurant**

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**In preparation:**

* Decide on a restaurant at which to hold the meeting, as well as a time and date.
* Call restaurant and make reservation with estimated attendance.
* Contact treasurer to set up funding for event.
* Secure AV equipment for presentations.
* Ask ExCom members for reports to be incorporated into the agenda.
* Prepare and email agenda to ExCom members for approval.
* Make any required changes to the agenda based on feedback.
* Enter meeting into IEEE vTools.
* Email invitation to event to all members of ExCom.
* Get a headcount of attendees.

**On day of event:**

* 24 hours before: Reminder email to ExCom members
* 4 hours before: Double-check with restaurant that they are still aware of the reservation and give them the final headcount.
* 2 hours before: Print out agenda, handouts, and attendee list from vTools.
* 1 hour before: Check weather and traffic.
* 30 minutes before: Depart for the event.
* When attendees arrive: Sit at table.
* At meeting time: Order food and drinks, start the agenda. Each member presents their part.
* Complete ExCom meeting proceedings according to the agenda.
* Make plans for the next meeting.
* Treasurer pays by check.
* Dismiss ExCom.

**Later – after talk:**

* Secretary sends minutes to ExCom members.
* Send in L31 report.
* Report attendance in vTools.
* Follow up with ExCom members on the plans for the next meeting.

**History**

2014-03-14 - Original