

3rd Organizing Meeting

Action Item

- ☐ Partners Outreach
- ☐ Organizational Outreach
- ☐ Next Team Meeting Time: Jun 12, 2024 12:00?PM EST / 10AM GMT + 8 / 4PM PST FYP | Organizing Committee Meeting V3.0
- ☐ Program & Tasks Management
 - ☐ Cameron will look through Aliza's task list then incorporate it into a timeline with deadlines and dependencies
 - ☐ Aliza will look through existing tasks and see what support would be helpful.
 - ☐ Cameron and Aliza will have fortnightly check ins, with the option to meet more regularly where needed
 - ☐ Program team will check with the rest of the committee about their plans for livestreaming and international engagement, if any.
- ☐ Concrete
 - ☐ FYP Event | Section: Keynote + 1st Panel
 - ☐ FYP Event | Section: Breakout + 2nd Panel
 - ☐ FYP | Event Overview, Task Management, Key Dependencies



Meeting

General



Partners Nomination

Each nominates 3-5 external organizations/individuals as general partners



One Page Event Plan Overview & Budget Preparation



Jose & Aliza



Template: [FYP Event | Section: Keynote + 1st Panel](#)



Worst and best case for Keynote + 1st Panel



Max and min budget for Keynote + 1st Panel



Keegan & Marx



Template: [FYP Event | Section: Breakout + 2nd Panel](#)



Worst and best case for Breakout session + 2nd Panel



Max and min budget for Breakout session + 2nd Panel



Joanna



~~Max and min budget for the venue-~~

[FYP | Logistics](#)

Subcommittee

Program & Chief of Staff



Event Program overview, themes, [timeline](#), feasibility



Min (1 event in sep)



Max (1 event in sep, SXSW, 1 event in Dec)



Prepare a list of key dependencies



Prepare a one page of tasks management

Fundraising



Prepare a list of funder

Impact



Prepare a list of impact partners

Logistics



Prepare a list of todo from last year day of event



~~Move 1st & 2nd meeting notes to Wiki & remove sensitive information~~
(will fix the look later)



~~Move meeting to discord~~

Revision #1

Created 12 June 2024 13:17:15 by Marx

Updated 8 July 2024 15:24:10 by Marx