

3rd Organizing Meeting

Action Item



Partners Outreaching



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