**Meeting Agenda**

**Icebreaker:** Where would you most like to spend a summer without any responsibilities?

**Tasks for Week of February 27 - Due Sunday, March 5:**

* **Clare and Anamay:** finalize logo/branding by Saturday, March 4
* **Tai:** start looking at recruitment, reach out to Foley, concept note on first two workshops, connect with Darius and write out pools of recruitment
* **Ian:** work on budget - <https://www.facebook.com/events/1742084016120914/>
* **Olivia:** start survey of resources, concept note on Speaker Series - meet with Tanner for both, outline strategic doc, to be finished by Mon, March 6th

**Survey of resources**

* Reflect on student government civic engagement fair - [“Take Action Now”](https://www.facebook.com/events/1742084016120914/)
* Discuss proposed structure and pool group for feedback
* Connect to Asher

**Tech Team**

* Concept note on first workshop
* Upcoming deadlines
  + Recruitment of Tech Team leadership - discuss progress
  + Concept note on second Tech Team workshop - March 18
  + Determine Tech Team projects for Spring 2017 - March 21
  + Host first Tech Team workshop - March 22nd
  + Website goes live - March 20th
    - Pull up “Project Ideas” doc
    - Discuss potential projects
      * What qualities should we look for in potential projects?
        + High priority - projects with highest potential for added value from Tech Team
    - Pool group for suggestions

**Communications**

* Upcoming deadlines
  + Logo/branding decisions
    - We need logos and branding that can be utilized online, letterhead, business cards, materials for speaking events, etc.
  + UNC IOP Brochure - March 10
  + Finalize communications strategy - Year 1 - March 19
    - Important to have this down on paper before launching website/social media
    - Ensure we include earned media as a major component
      * The IOP will be the first student-driven institute created in the University’s history so there is a great deal of opportunity for earned media
    - Might be worth connecting you two with the comms staff members at Harvard and UChicago
  + Website goes live - March 23
  + Facebook goes live - March 23
* Discuss how we can make the IOP inclusive and accessible from the very beginning

**Speaker Series**

* Concept note on speaker series
  + Discuss and pool group for feedback

**Fundraising**

* **DOUBLE CHECK** - Do we need money for anything in March? If so, what?

Near term Funding

* Brochures
* Banner
* Website
* Posters and food for Speaker Series

Collaborations UNC Orgs, Campus Dems and Reps

* Low Hanging
* Deadline for Ian - identify 10 grants by March 7

**Comments - Concerns - Questions?**

**Adjournment**

**Tasks for Week of March 5 - Due Sunday, March 12:**

* **Clare:** IOPbrochure
* **Anamay:** Ask Rob about headshots,
* **Tanner:** Work with Anamay on IOP brochure content/website content, doodle poll for headshots week after spring break,
* **Tai:** Finalize first workshop details with Foley and Anamay; get list of potential candidates for project managers; project ideas update; website structure with Clare (not due this week); ask Tanner about domain;
* **Ian:** identify grants
* **Olivia:** Concept Note due Monday, March 6th. Continue Speaker Series/begin contact. Survey of resources & long form doc research, concept materials due from Anamay, Tanner, and Olivia by mid-spring break. Break down one-pager for Clare’s brochure.