1) Promotions Check In
   - All is going well – a few final things from the list will be done in the next two weeks.
   - All agreed that there is nothing additional that needs to be added, the marketing has been comprehensive.

2) Staff Attendees
   - Leah Woodstrom
   - Paul Timmins
   **We thought picking pre-departure meeting times that work for their schedules would be ideal.**

3) Making Reservations Flight/Hotel
   - Peyton will make reservations for airfare and will reserve vans to/from the airport; he will also find staff from his office to drive the vans.
   - Angie will call Corynne to find out what hotels are close and work with Peyton to determine if discounts can be arranged – she will then make the hotel reservation.

4) Rules/Guidelines for Students that Attend
   - We will hold them to the University of Minnesota Code of Conduct
   - We will also add other expectations regarding professionalism, being on time etc.

5) Pre-departure meeting topics
   - Team Building Activity (tie w/elevator speech?)
   - Review expectations/conduct
   - Professionalism including: How to Dress, Elevator Speech, Making small talk/asking questions of employers
   - Overview of travel schedule, event schedule, logistics
   - Have students sign the agreement, collect deposits.

   - The meeting will be scheduled for 1.5 hours
   - Paul will request sample agendas from other institutions
   - Heidi and Leah will begin drafting the agenda and pulling together materials for the meeting.

6) Other Items
   As we contact students to accept them into the program, we will tell those students who need a resume critique to get one completed and bring their revised resume to the pre-departure meeting.

Next Meeting Topics and Date
September 27th 8:30-9:30am Bierman