



September 15, 2015

Status Summary

- Blog is up and running. I am able usually to post the day after our club meeting
- If there are deliverable, has your delivery date changed?
For some reason the EC minutes keep slipping away. I need a new plan for them.
- If you have budget impacts, are your expenditures on track?
We determined it best to email reports to the team instead of printing each out.
- Will there be any new deliverables not on original plan?
I am unsure of what I need to do for the new members in regards to posting.

Progress

- List achievements and progress since last status update was given. If specific members are contributing to those achievements, mention their names.
- Highlight those things that made progress possible

Areas in Need of Attention

- List delays and problems since last status update was given
A decision on uploading agenda has not been made - if we use the electronic copy I will need it.
Has Insurance document been received by DeeLynn Southwick?
- List corrective actions being taken

Goals for Next Review

- What targets/milestones you will report on at next meeting
List items still needed completed before Spooky Tales Contest
- Specific items that will be done by next meeting
Insurance paper work needs to be finalized?
- Issues that will be resolved by next meeting
- Communicate any calls to action needed by members of the audience
Action on proposal to purchase materials and/or equipment needed