



User Group Meeting Checklist

Meeting Date: 2/10/05

Done	Item	Description	Assigned To	Due	Notes
x	1	Set meeting location & host	Paul	01/06/05	Synchroness can handle 15-20. Need chairs
x	2	Guest speaker – sponsor	Terry	01/12/05	CADPO seems to be on track
x	3	Guest speaker – user expert	Steve E.	01/12/05	Steve will get bio info to Gerald for web site.
x	4	Preliminary meeting agenda	Gerald	01/06/05	Need to adjust time for more open forum?
x	5	Obtain prizes & promotional materials	Gerald	01/06/05	Donated by SWUGN
x	6	Reserve equipment – computer with SW05, projector, chalk board, chairs	Paul	01/27/05	Need to make sure we have enough room for all attendees
	7	Promotional email to announce meeting next month	Steve R.	01/13/05	MCAD will help
	8	Post final meeting agenda on web site	Gerald	01/12/05	Establish speaker names & event schedule
x	9	Post invitation at SWUGN	Steve R.	01/13/05	Might need to update what has already been posted. Check with Richard Doyle about how-to
	10	Obtain final count of attendees	Steve to Paul	1/26/04	If more than 20; make reservations at Westminster Community Center, 105 th & Sheridan for Classroom (30 nominal capacity to 35 crowded). See item 20
	11	If necessary: Pay deposit for Westminster classroom usage. Any support equipment required is available with additional \$10.00 charge.	Paul	1/27/04 Final day (2 weeks prior)	Cost for room: 3.5 * 35 = \$122.50. All Equipment available @ \$10.00. Max cost w/ equipment \$132.50
	12	Promotional email to announce meeting in 2 weeks	Steve R.	01/27/05	MCAD will help
	13	Order snacks & beverages	Paul & Cathy	02/01/05	
	14	Confirm room, chairs & equipment	Paul	02/03/05	



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		reservations			
	15	Print handouts – Future topic ideas	Terry & Steve E.	02/03/05	
	16	Print handouts – Agenda, charter	Gerald	02/03/05	
	17	Print handouts – Registration, name tags	Steve R	02/03/05	Need to buy a roll of name tags. Check with Anliker
	18	Parking signs, directions to room	Paul	02/10/05	
	19	Setup equipment, chairs	Paul et al	02/10/05	
	20	Promotional email to distribute minutes of the meeting	Steve R	02/17/05	