



## PSPS Student Council Weekly Meeting Minutes

December 02, 2013

12:15pm

Room 402, PSPS Building

<b>Meeting Called BY:</b>	Student Council
<b>Type of Meeting</b>	Weekly Meeting
<b>Name of Meeting Facilitator</b>	Ethan Kwon
<b>Time Keeper</b>	Ethan Kwon
<b>Minute Taken by</b>	William Pacheco
<b>List of Attendees</b>	Ethan Kwon, Gahee Lee, Ji In Kim, Ruksana Akter & William Pacheco

[5 minutes]  
Activities]

[Student Association

[Ethan Kwon]

<b>Summary of Discussion</b>	Plans for Student Association Activities need to be finalized		
<b>Conclusions</b>	Amy and Ruksana will determine all the necessary items for the activities.		
<b>Action Items</b>		<b>Person Responsible</b>	<b>Deadline</b>
Finalize Student Association Activities		Amy and Ruksana	TBD

[5 minutes]

[Balance Sheet]

[Ethan Kwon]

<b>Summary of Discussion</b>	The Balance Sheet needs to be set in Microsoft Money format.		
<b>Conclusions</b>	Billy and Ji In will post up a finalized Balance Sheet.		
<b>Action Items</b>		<b>Person Responsible</b>	<b>Deadline</b>
Produce Student Fund Balance Sheet		Billy and Ji In	TBD



[5 minutes]

[Knowledge Base]

[Ethan Kwon]

Summary of Discussion	The knowledge Base needs to have items added to it.		
Conclusions	Amy and J In will work on enhancing the knowledge base.		
Action Items		Person Responsible	Deadline
Amy and Ji In		William Pacheco	TBD



Observers	None
Leadership Recognition	None
Next Week's Agenda	Update on action items above