



Services Committee 2024-2025

Meeting 24B Minutes

Date & Time: Tuesday, September 10, 2024; 3:00pm-4:00pm

Location: Committee Room

Attendance: Logan, Anna, Kashish, Simran, Josh, Subah

Items:

- 1) Committee Introductions
- 2) Go over deadlines / timelines
 - Added everyone to Notion, however, it does not seem to show up for everyone. **Task for Priya:** ask Adam how I can fix this
 - For now, I have included a screenshot with all the times (shown below)
- 3) Assign tasks for everyone to complete by the next meeting
 - Logan, Kashish, and Josh were assigned to work on drafting the Maroons survey. Simran, Anna, and Subah are to work on drafting the EFRT survey. Drafts of the survey should be completed by September 30th. At the next meeting, we should have a quick check-in to see how things are going along.
 - In the meantime, Priya will be working on the introduction and service overview section of the report.
 - Once the survey drafts are completed, everyone will work on external research (these tasks will be assigned at a later meeting)

Post-Meeting Tasks:

- 1) Come up with survey questions and work on forming a survey
- 2) [External Research Document](#)

Questions?

Date & Time of Next Meeting: Tuesday, September 24th, 3-4pm