



Biweekly Report Template

Jazmin Ortiz-Secretary/Treasure

8/23/2017

Meeting and Events:

1. ALPFA National Convention-08/06/2017-08/11/2017
2. Open House Event 8/22/2017

Upcoming Events

1. Labeling for A.S.I
2. Workflow and Biweekly Ad Hoc Committee

Projects

1. **Orientations**-Preparing all the required documents for new upcoming members, scheduling dates for orientations that the EOC (Adriana) will lead the orientations guided by Ashley/Jazmin
2. **Outreach to A.S.I members-**
 - a. Reaching out to students who have not fulfilled the internal committee requirements
 - b. Explaining their adjustments and guide those are still struggling how to fill out a biweekly
 - c. Collecting missing forms and update Fall Hours

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