

Participants: Mazi, Chandan, Ramin, Shalaleh

Minutes:

1. Need to give \$2000 to the cruise company by the 20th. We need to give people ensure
2. Ramin needs to tell people who is coming by April 25th.
3. Shalaleh will send an email to faculty, staff and students by tonight.
 - We are accepting co-op students and also more than 1 guest after June 20th.
 - Invitation for the faculty and staff
 - Information
 - Include the address, dress code
4. Dress code: casual chic to cocktail attire
5. Chandan will track the action plan items.