1) **Initiation Ceremony**
   a. Date/Time: *Thurs Dec 1, 6:00pm*
      i. Dinner immediately after ceremony
      ii. Dress code: formal attire required
   b. Volunteer needed for ceremony setup
   c. Need drivers
   d. HKN cannot pay for alcohol
   e. Guests must pay for half (limit one guest per member)

2) **Misc Task Status**
   a. Completed
      i. New phone, wireless router (Yen Chin)
      ii. Website changes (James L)
      iii. Annual HKN report
   b. Pending
      i. PolarFab/ATK tour/talk (Rick)
      ii. Signature book repair follow-up (Allen)

3) **Major Projects Status**
   a. **Room Renovation (Nicholas)**
      i. Meeting with University Foundation execs (Nicholas)
      ii. Meeting with CPPM and Stageberg Beyer Sachs
      iii. Estimated complete date on 1st design review – Dec 13th
      iv. Plaque team
         1. Unleash designer? (James S)
         2. Design timetable?
   b. **Data Reorganization**
      i. Brainstorm meeting completed
      ii. Data structuring, archives, database design (Dayo)
   c. **Ceremony Redesign**
      i. Purchase special decorations and props
         1. Custom tablecloth (Yen Chin)
         2. Smaller banner (Yen Chin)
         3. Permanent scripts, etc

4) **Room cleanliness report**
   a. Dayo/James L
   b. Next up: Mohit Fuchyi