2.21 Meeting
Attendees: Martial Hebert, Cheryl Wehrer, Deb Tobin, Rachel Burcin

General Notes (Action Items Below)

Book
Work is continuing, Deb will meet with Takeo to review.
Need Shum abstract.
Anne still working on tribute.
Takeo leaves this weekend.

Gift
Bookstores
Is metal possible?
Attendee gift possibilities: t-shirt, cube, memory stick, pen, tablet

General
Breakfast set up important with additional chairs or high tables
Heavy continental with salmon and hard cooked eggs
Lunch in the gallery
Dinner in Rangos
Artifact display

Needs list started:
Three people at registration
Ted
Brian
Two – three runners

Action Items

Deb
Will continue updates book;
Will email project pictures to Pradeep and Angel (DDArm);

Joanna
Will continue to work on copy and other items for book.

Rachel
Will check with Sandy from H&SS about facilities notes
Will get basket prices
Will get Shum phone number

Brian
Arrange taping set up and price and specs

Ted
Arrange for guest logins and use of computers near Giant Eagle Auditorium