General Meeting Agenda

1. Welcome
2. Guidelines for training participation

- **Prioritize your training – make sure you make all arrangements.**
- **Check your emails often – Respond when appropriate.**
- **Show up on time.**
- **All scheduled hours for all training days are +/- one hour – take this into account.**
- **Do not negotiate the training schedule unless it unexpectedly clashes with Academics.**
- **Come prepared to learn. Be rested and alert – do not treat this lightly.**
- **Ask questions and participate – be present!**

3. Intro staff (What do you think we do??)
4. TRAINING PAGE TRAINING
5. Orientation and tour - including venues

NEW SAT

6. Job descriptions: Senior Studio Assistant / Studio Assistant / Studio Assistant in Training / PA / Social Media/ Volunteer
7. Questions about Rules & Regulations & What we are responsible for
8. Introduce new Studio Assistants + new candidates (SAT)
9. Previous SAT (or volunteers acknowledgement)
10. SAT what do you have to look forward to + SA / SAT Remuneration – clarifications – Q&A
11. Student team feedback! Top 2 – 'big one and a little one!
12. Last year overview – Issues / attitude / discussion – improvement

COMMITMENT AND AVAILABILITY TIMELINE

13. *Mandatory Dates For The Mediazone Year Cycle: First Monday Of September Until The Third Friday Of July*
    - *SEPTEMBER TRAINING UNTIL SEMESTER START*
    - *FALL SEMESTER START UNTIL XMAS*
    - *ANUARY 3rd UNTIL SEMESTER START - MEETING / TRAINING*
    - *SPRING SEMESTER START UNTIL MAY*
    - *MAY SUMMER SEMESTER PENDING UNTIL JULY*
    - *JUNE GRADUATION SEASON*
    - *JULY SUMMER COURSES*
    - *AUGUST OFF*

NEW

14. New equipment arriving this semester – new procedures / workflows (*note for Kyri to leave us his list for both)
15. Facilities procedures – new and existing

General Meeting Agenda

TRAINING

16. Training and Training schedules
17. Training accessibility
18. Micro trainings
19. Training – certificate – you need to complete the 2 parts of training in order to receive your certificate: SEPT/JAN (if passed) (Upon discretion of Head)

PROJECTS

20. Upcoming projects – February
21. Who is working grad – deadline
22. Who is staying on for other degrees – deadline
23. Blog, blog writing & Social Media Project & Assignment of Projects
24. Workshops – involvement

HOUSE CLEANING

25. Schedules and online survey (deadline)
26. Evaluations – reference
27. Forms
28. Contracts
29. Studio Assistants Benefits

30. Q&A
31. Closing remarks

LET THE GAMES BEGIN!