[Month Day, 2017]

[Insert Hall Name] Meeting Agenda

1. **Introductions/Icebreakers (20 minutes)**
2. **Hall Contact Sheet (10 minutes)**
   1. Make a copy of the template sent by the Executive Board
   2. Name document “HallName\_Fall\_2017” ex: AllenHall\_Fall\_2017
   3. In the document, include the following:
      1. Position
      2. Name
      3. Personal Email that you check frequently (preferably scarletmail)
      4. RUID
      5. NetID
3. **Review of the Constitution/Expectations (20 minutes)**
   1. Please reference the Hall Government Constitution in the main RHA Constitution
      1. Can be found on [rha.rutgers.edu](http://rha.rutgers.edu/)
   2. Review expectations of the Advisor, expectations for the hall government, and expectations for each other
4. **Leadership Development Day (15 minutes)**
   1. What is Leadership Development Day (LDD)?
      1. LDD is a ***required*** training for all members of RHA in order to adjust to their new positions. It’s a great way to meet other members of RHA while also learning about the organization and how to better oneself as a leader. Breakfast and lunch will be provided.
   2. RSVP
      1. LDD is **October 7, 2017 from 8:00 am-1:30 pm** in the Busch Student Center
      2. Link:
   3. Banner
      1. Each hall should create a banner that represents their hall, Rutgers University, and the Residence Hall Association
   4. Chant
      1. Each hall should create a chant that represents their hall, etc.
      2. Please keep it PG