[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