Programming Meeting Notes
August 4, 2013

1. Welcome, goals, and introductions

What you can expect from Janet:
- Lots of check ins. Please don't be offended by these!
- Plenty of help! If you become overwhelmed, too busy, etc please speak up!

Programming Goals:
- Increase the amount and variety of tech programming.
- Provide rich, non-filler programming.
- Utilize the PenguiconTrax app to manage programming.

2. Things you need to know! - There's a handout! I shared it on Drive! Read it! It's important!
- Still looking for: Webcomics, Anime, Video Gaming, Geek Prom

3. Budgets and the Budget Process
- Everyone should have received an email from Janet informing them what their budget is for the year.
- The email outlines the Budget process. If you have questions about it, just ask!

4. Penguicon Email and Drive

Email
- Use penguicon email for all penguicon correspondence so we have a record of your work
- Check email daily
- Archive mail when you are through with it - allows for a clean inbox without deleting
- Set up a "Penguicon 2014" tag for all incoming and sent mail:
    1. Click on the little gear on the right side of your email page
    2. Select "Settings"
    3. Click on the tab for "Labels" at the top of the page
    4. Scroll down and click on the box "Create a new label"
    5. Enter Penguicon 2014 for the label name and click "Create"
    6. Click on the tab for "Filters" at the top of the page
    7. Click on "Create a new filter"
    8. In the "From" field, type (*). Include the parentheses.
    9. Click "Continue"
    10. Check the box "Apply the label" and select "Penguicon 2014" from the drop down menu
    11. Click "Update filter"

- Update the name on your email account (so people see your name with your email)

1. Click on the little gear on the right side of your email page
2. Select "Accounts"
3. Under "Send Mail As," select "edit info" (on the right of the page)
4. Select the second option
5. Type in the box "First and Last name, Penguicon Title" (for example, I typed "Janet Gocay, Penguicon Head of Programming"
6. Click "Save Changes"

Google Drive:
- Drive is a place where you can store and create documents. For Penguicon, you will probably use it most to create and edit documents and spreadsheets.
- Access Drive at the top of your mail inbox by clicking on "Drive"
- Use Drive to create any documents you need in your work for Penguicon. This way they will be accessible in the future.
- Name all Drive documents beginning with the year
- Drive can also be used for collaboration. Two or more people can work on the same document. To do this, open the document you want to collaborate on, click on "Share" in the upper right hand corner, enter the Penguicon email addresses of the people you want to share it with, and click on "Done."

5. Feedback from Penguicon 2013 - Video
- Lots of people asked for programming where they could learn to do things; good opportunity to utilize community organizations that already do this
- Matt had an idea for a hack-a-thon on PenguiconTrax the day before Penguicon
- Possibly leave some Birds of Feather slots open - people can sign up to lead them

6. Check-ins with track heads and program coordinators
Music: Concert April 5 - 5-6 national nerd music acts
At con: tentative music GoH YT Cracker, Tom Smith, Luke Ski, Devo Spice, possibly a live broadcast from sanctum.fm

Literature: Laura Resnick, Jim Leach

7. What you need to work on right now

Everyone:
- Get comfortable using email and drive
- Check email daily
- Update your name on your email account
- Create a Penguicon 2014 label for all incoming and sent email

Track heads:
- Write a description of your track area - email to Janet by September 1 (will be used on the wiki)

- Generate a list of ideas for programming in your track area - email to Janet by September 1
- Review attendance counts from Penguicon 2013 panels in your track area
- Invite back successful presenters from last year (check Drive and email for contact info and lists, can also contact last year's track head or look at last year's program book)
- Maintain a list of who you have contacted using the Spreadsheet template
- Research ideas for Featured Guests in your track
- Submit proposed Featured Guests to Janet by September 15
- Contact Janet with any questions or concerns

<u>Program Coordinators:</u>
- Write a description of your program - email to Janet by September 1 (this will be used on the wiki)
- Generate a comprehensive list of what needs to be done in order to plan and execute your program - email to Janet by September 1 (this will be used on the wiki, so please write it with plenty of detail so anyone can understand it)
- Begin working on whatever you need to do to make your program happen
- Contact Janet with any questions or concerns

8. Next meeting: September 8, 3:00 pm, at i3 Detroit
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