



Attending: Andrey, Keshav, Kurt, Karthik, Will, Margaret, Vivek, Riley, Joy, Brian, Wesley, Fei

1. SFC T-Shirts

- T-shirts were handed out to ARC members for distribution to faculty and students.

2. SFC Planning

- Will and Fei will arrive early for setup
- Andrey will make sure there's free food
- Keshav has made boxes and will get golf pencils and paper for comments
- Note taking:
 - ARC reps will take notes for the Ramo sessions
 - * Honor code: Wesley
 - * SET: Kurt
 - * UGR: Vivek
 - * HSS: Brian
 - * Core re-eval: Joy
 - SFC chairs are responsible for notes in the breakout sessions
 - Karthik and Will will try to assign ARC reps to each breakout session
- Projectors
 - SFC chairs should have their own projectors
 - We will try to find backup projectors
 - * Karthik - Avery
 - * Kurt - Blacker
 - * Keshav - Dabney
 - * Karthik - Caltech Y
- Everyone will email houselists about the SFC.

3. ARC business

- Bi 1 and Math 1 sets are both due on Monday
 - A couple of complaints have been received
 - Math 1 sets used to be due Friday but were changed to Monday last year due to popular request
 - Karthik will contact the professors and head TAs and ask them to explain this