I. Come to an agreement on what you want for each of the assignment deliverables. Notes:

- Kelley - Flier with bullet points about how to be a more secure user
- Presentation will include threats and solutions that a user will encounter on a day-to-day basis in the workplace as well as an explanation of the AUP and SLA
- Audience participation activity - we are leaning more toward doing a "game show" type activity; we are not sure of what we will do yet, but some ideas are:
  - Family Feud
  - Who Wants to be a Millionaire?
- Quiz will contain questions gleaned from our presentation and research
- Manual will be composed of a summary of information from research and presentation

II. Assign tasks to committee members. Each task should have a milestone to be accomplished by next week.

- Hillary: AUP & SLA
- Kelley: Flier
- Annie: Presentation
- Brett: Audience participation (still brainstorming ideas)
- Vignesh: Manual