A. Welcome and Call to Order
   a. Chair calls the meeting to order at 6:03 PM
B. Roll Call

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Attendance</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Isabella</td>
<td>Llop</td>
<td>P</td>
<td></td>
</tr>
<tr>
<td>Elisabeth</td>
<td>Nylander</td>
<td>P</td>
<td></td>
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<tr>
<td>Carlos</td>
<td>Ortiz</td>
<td>P</td>
<td></td>
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<tr>
<td>Brianna</td>
<td>Pumariega</td>
<td>P</td>
<td></td>
</tr>
<tr>
<td>Amelia</td>
<td>Raudales</td>
<td>P</td>
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</tr>
</tbody>
</table>

QUORUM

Present: 5
Absent: 0

C. Open Forum
   a. Speaker Fraga
      i. Take attendance for events like meet the dean, SGA speaks, etc.
         1. Create Google Form for proof of attendance
D. Old Business
   a. Assignments
      i. Outline of Executive Requirements
      ii. Outline of Judiciary Requirements
      iii. Outline of Legislative Requirements
      iv. Create a graphic/cheat sheet of requirement
E. New Business
   a. Tracking requirements
      i. Attendance- SGA online events
1. Google forms
   ii. Office hours
      1. Each branch
   iii. Absences
      1. Must send Speaker Fraga and IA chair an email an hour before the missed meeting
      2. Shahanawaz Rafi - 1 unexcused absence from Senate August 24th

   F. Announcements
      a. None

   G. Adjournment
      a. Chair adjourns the meeting at 6:15 PM