I. Introductions [Record Attendees present]

II. Review/Recap of the Previous Semester or Year [Be Specific and Record in transition documents/notes]
   A. What went well and how do we know it went well?
      a. Ie. Planning Signature Events, Meetings, Communication, Recruitment, etc.
   B. What are some areas for improvement and why?
      a. Ie. Attendance at Signature Events, Commitment from Members, Retention, etc.
   C. What are things you wish you knew/had known before starting your role?
      a. Ie. How to [Fill in the blank]?, Event Planning Process, Financial Processes, Who to talk to about [Fill in the blank]?, etc.

III. Administrative Processes and External Resources: [Walk through these various tools and websites pertinent to your organization]
   A. Atlas: RFPs, B2P, Event Planning/Registration, Concur, etc.
   B. MIT Engage/DoSportsEasy: Roster Updating, Creating Event Pages, Submitting Forms: Supplemental Funding, Travel Forms, etc.
   C. Virtual EMS/Classrooms@MIT: Booking Space and Event Reservations
   D. ASA Recognition Procedures, Space Allocation, General Body Meetings, etc.
   E. UA/GSC/CSC Websites for Funding Allocations and Additional Resources
      a. http://ua.mit.edu/
      b. http://gsc.mit.edu/
      c. https://clubsports.mit.edu/

IV. Internal Operations and Procedures: [Explain what the organization does and how to do the what]
   A. Communication Methods:
      a. Slack, Email/Listservs, Facebook Messenger, Google Calendar, GroupMe, etc.
   B. Marketing/Publicity:
      a. Website, Social Media, Apparel/Merchandise, Newsletters, Publications, Print Media (CopyTech), etc.
   C. Funding/Revenue:
      a. FinBoard Allocations, GSC Funding, Sponsorships, Fundraising, Donors/Alumni, Membership Dues/Fees, Ticket Sales, Event Registrations, etc.
   D. Recruitment/Retention:
   E. Meeting Structure and Format:
      a. Executive/Officer Meetings, General Body Meetings, Committee Meetings, Reports, etc.
V. Specific Officer Roles and Responsibilities: [Recommend doing a general overview regarding Goals and Expectations in a large group setting and then break-out sessions with incoming and outgoing officer pairs based on specific roles]

   A. Goals for the Upcoming Year
   B. Expectations for the New Officers to Establish and Follow
      a. President/Chair/Captain or Equivalent
      b. Vice President/Co-Chair/Co-Captain or Equivalent
      c. Treasurer/Primary Financial Signatory or Equivalent
      d. Secretary or Equivalent
      e. Other/Optional Officers
         i. Marketing/Publicity Chair or Equivalent
         ii. Social Events Chair or Equivalent
         iii. Recruitment Chair or Equivalent
         iv. Other Key Committee Chairs

VI. Key Introductory Meeting with Key Offices/Departments: [Schedule/Coordinate an introductory meeting with certain MIT staff]

   A. Staff/Administrators/Offices to know [dependent on type of organization]: SAO, CAC, DAPER, FSILG, OGE, ORSEL, etc.
   B. Advisor(s), Alumni, Community Partners, etc.

VII. Follow-Up: [Schedule a follow-up and/or check-in meeting about a month after new officers have assumed their roles to do some consultation/advisement]