

**To: Engineering Society Members**  
**From: Danielle Sheahan, Tea Room Head Manager 2009 – 2010**  
**Subject: Weekly Summer Report**  
**Date: July 6<sup>th</sup>, 2009**

**Major activities completed for week of June 29 – 30 (shortened week):**

Renovations:

- Met with Jay and finalize flooring and pricing
- Shopped around for lighting options

Website:

- Met with designer to get updates and evaluate progress

Marketing:

- Finalized patch order and made online purchase

Other:

- Went through assistant manager applications and schedule interviews for following week
- SOAR booth
- Met with outgoing environmental manager

**Anticipated activities for week of July 6 - 10:**

Renovations:

- Purchase paint and begin painting job in Tea Room
- Meet with PPS to discuss and price out lighting options
- Work on renovations proposal for BOD

Other:

- Interview and hire new environmental manager
- Meet with outgoing enviro manager to transition on compost systems
- Work on presentation for Board of Directors meeting
- Attend SOAR