Present: Patrick Guilfoile, Marty Wolf, Dominique Wilson, Kierstin Hoven, Pat Rogers.

Additional team members:
- Marty will talk to Mitch about IT set up.
  - Needed: someone for smartboard and hotel computer set up too.

Hotel arrangements:
- Someone on the logistics team should serve as a contact person for the Hampton Inn
  - Suggestion: meet and confirm all details of the visit 3-4 days beforehand with Hampton Inn
- A block of rooms has been reserved at the Hampton Inn.
- The 5th floor conference room has been reserved.

Student Helpers/Tours:
- Marty will talk to Andy and Leo from Student Senate to recruit student helpers and also to appoint someone as a student leader.
  - We should have students (2) outside of the resource room at a table during visit days.
  - Student helpers can come from various campus clubs, HUPB, athletic teams, and student senate.
  - Number of students-20-30.
  - Tours: people from admissions should perform campus tours

Transportation:
- Suggestion: reserve a 12 passenger van
- The team can use a rented vehicle from the airport.
- Hampton Inn used to have vehicle services.
  - Marty will talk to the people at Hampton to see if they still have this service.

Minneapolis/St. Paul Airport:
- In the instance that we have bad weather and visit team is stuck in MPLS/ST.P:
  - We need to have other hotel arrangements in the twin cities.
    - Kierstin will look into this.

Set up for final meeting:
- Beaux Arts or Crying Wolf should be available for this meeting.
  - Contact: Kathy O’Brian (St. Union) in regards to this.

Other:
- Schedule is needed regarding people the visit team would like to talk with while on campus.
  - Pat Rogers will generate a potential list of people to visit with and will email this to Dominique.

Next Meeting: Scheduled for Monday October 19th at 3 p.m. in the Resource Room