

Asha Atlanta Tasks

Action items (Meeting 4/28/2018)

#	Task	Subtask	Person in charge	Due date	Comments
1.	Webpage	Blog	Agniva, Akshaya		
		Runner pages	Shruti, Karthiga, Ranjitha		
		Event pages	Shashi, Ipsita, Akshaya		
		Intro page about Asha Atlanta, points of contacts etc	Shashi		
2.	Project Ownership	Lok Chetana	Prasoon		
		Nishtha	Arka, Agniva		
		Kalyania	Anish, Sounok		
		Hiji	Anu, Akash, Ipsita		
		SSK	Anusha, Shashi		
		Divya Jyothi	Anusha, Shashi		
		GVT	Dhwanil		
3.	Move materials to Wiki Page	Move Archives	Shashi	5/25/18	Done
		Move Fall 2016 minutes		5/25/18	Done
		Move Spring 2017 minutes		5/25/18	Done
		Move Summer 2017 minutes	Agniva, Shashi	5/25/18	Done
		Move Fall 2017 minutes	Agniva, Shashi	5/25/18	Done
		Move Spring 2018 minutes	Agniva, Shashi	5/25/18	Done
		Move GT documentation	Anusha, Shashi, Agniva	5/25/18	
		Link marketing materials		5/25/18	
4.	Connecting to graduating/ moving volunteers from different chapters	Create a list of student chapters	Dhwanil, Shashi	5/25/18	
		Create a list of GT volunteers moving to other states			
		Conference calls with student chapters			
		Contact chapters if they have volunteers moving to Atlanta	Dhwanil		Done (none moved or moving to Atl)
5.	Caring crowd for Divya Jyoti	Goal of the project	Shashi	6/2/2018	https://goo.gl/od43Yw ; Done
		Project partner steward details			Done
		Measurable goals			Done
		Project story			Broken into Challenge, solution and Impact; Done
		Breakdown of budget			Done
		Milestones			Done

Anusha	<ol style="list-style-type: none"> 1. create google calendar and talk to ICGT 2. reply to Rebecca and clarify regarding point of contact 3. send Agni va and Ipsita a site visit templates from wiki 								
Ipsita	<ol style="list-style-type: none"> 1. come up with event ideas and possible event dates <p>(be careful about date clashes)</p> <ol style="list-style-type: none"> 2. set up date for concessions training 3. look at contract signing 4. Look at rooms for play. 5. Read prev site visit reports. 								

Asha Play :

- Sponsorship Drive (Anu & others) => Shelved

Marathon Training :

- T-shirts => Done
- Thank you letters to runners/supporters => Needs lead

Publicity

News Letter - needs Lead. (Anu/Padmanava will collect the info + articles)

Projects

- Letter to GSU for Trinita -CrossStitch => Done
- Follow up for Trinita-Nishtha receipt (Padmanava) => Done
- Waiting for FCRA (Ashraya) => Received
- Waiting for Viklang Vidyalaya information from Ramesh
- 2012 Disbursals needed in First three months
 - BCT?
 - Nishtha first 3 months + SAC
 - INSPIRATION SAC
 - Trinita CrossStitch as required
 - Ashraya

Treasury

- Sending receipts by Mail
- Monthly mail check in Asha mailbox
- Send emails to SAC donors + Project specific donors
- Track these ICTs
 - Nishtha from Canada \$118 => Received
 - SAC \$250 donations each for 3 SAC projects
 - SV \$50 for Vijay Nennemeni's donations
 - Seattle \$100 matching (sent an email)
 - \$600 matching from Citizen Bank (Akshay/Bharadwaj)

Webpage

- Change the Banner
- Update the Progress fundraising (Monthly)
- Update Nishtha SAC
- Update Project infos
- Add a page for GVT
- SAC-SAP update in main page
- Create a new group for Asha Atlanta (ashanet.org domain?)