

Madeline Office Hours	10-11 a	10-11:30/2-3:30	10-11 a	10-12pm	10-11am
Hung Office Hours	2-3p	2-3p	4-5p	4-5p	12-1 p
Facilities & Services					
	Monday	Tuesday	Wednesday	Thursday	Friday
					5p DUE to HL: Agenda Submissions
<i>Meetings at least once per month</i>	12p DUE-HL to ME Agendas	3:30a DUE: ME Agendas & Email Out		DUE ME: Notebooks by 12p [Meeting @2:30-4p]	
		3:30p DUE ME to HL: draft minutes due			1 lap DUE HL to ME: deadline to return previous minutes to assistant

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