

Meeting notes – Gabriel, Marvina, Joan, and Derek
August 19, 2017

Gabriel outlined the next three week:

Week 1	Aug 21	Finalize name of get website, logo, concept and unveiling strategy, (before meeting with staffing agencies) staff roles and responsibility: dishwasher, busers, waiters, second cook, office manager (not head chef) Service model may need to be established in order to identify staffing needs – hybrid counter service model (# for you to bring to table) like Burger 21 or Flying Star
Week 2	Aug 28	Get logo, signage, URL (theamerican.or AND American.or). Website menu, change accountant (projections), business plan, and more preparing things for selection
Week 3	Sep 4	Prepare physical location, position to reshuffle equipment and prepare location – we can arrange face-to-face meeting (either in Atlanta or Santa Fe) – September 10 to NYC Joan and Derek will be working closely with staffing agency, website developers, accounting (if necessary), and other subcontractors Joan and Derek will be at a conference Sep 6-10
Week 4	Sep 11	Not discussed
Week 5	Sep 18	Not discussed
Week 6	Sep 25	Not discussed

Gabriel will sketch out his vision of layout – with bar area, order-cash register.

Derek and Gabriel will focus on “scope and responsibilities of all staff” (line staff, front of house, back of house, office manager) on Monday and Tuesday next week (August 25, 2017).

Joan and Marvina will focus on Branding, concept, unveiling strategies, and other marketing details next week.