

**JONES STUDENT ASSOCIATION**  
**Action Item Report**

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**ACTION ITEM TITLE:** Pens in breakout rooms

**BRIEF DESCRIPTION:** Frequently, there are no pens to be found in the breakout rooms. Peggy Shaw's team manages this task.

**DATE REPORTED:** Existing

**JSA REPRESENTATIVE ASSIGNED:** Jenny Maxwell

**RESOLUTION STEPS:** Talked to Peggy Shaw. She will make sure there are *fresh* pens in the rooms at least once a month. Additionally, her team will check to ensure there are pens in the rooms generally each week when they post the new schedule. If a student finds a breakout room with no pens, that student may ask for a new pen in the BIC.

**ADDITIONAL DOCUMENTATION:**

**CASE CLOSED:** 4/14/04