



**Student-run Cafe Working Group Report
December 1, 2011**

The following report provides a detail of the Student-run Cafe Working Group's advancements and plans for the winter semester.

I. SRC Working Group Dates	
TASK	TIME FRAME
Working Group Meeting (Fall Semester)	August 10, 2011
Working Group Meeting (Fall Semester)	September 12, 2011
Working Group Meeting (Fall Semester)	September 28, 2011
Working Group Meeting (Fall Semester)	October 24, 2011 (week of)
Business Plan Division	October 24, 2011 (week of)
Working Group Meeting (Fall Semester)	November 5, 2011
Working Group Meeting (Fall Semester)	December 4, 2011
Working Group Meeting (Winter Semester)	January 16, 2011 (week of)
Business Plan Distribution to Council	January 30, 2011 (week of)
Business Plan Presentation to Council	February 9, 2011

The above schedule does not include the Working Group's meeting dates and the above proposed deadlines for the winter semester are subject to change according to the meeting dates.

The next section provides a brief overview of the research gathered by the Working Group, in particular by members Erin Eady, Tariq Khan, and Stephen Eldon Kerr.

II. Research	
Internal Research	Overview of past student-run initiatives in the past; Reviews the business plan for the Alley, a past café and bar in the building.
External Research	Overview of other student unions and their working groups; Goals of the respective student-run cafes; Management of the operations often undertaken by students; Use of café as a teaching experience for students.
Sustainability	Local and organic food purchasing; Use of disposable material; Use of re-useable furniture; Includes a list of local food sources; Working Group will need to work on emphasizing that this is a sustainable student-run café.



III. Business Plan Division	
Component	Person(s) Responsible
Executive Summary	All members
Company	All members
Market Analysis	Tariq
Competitor Analysis	Stephen
Services	Radney
Marketing Plan	All members
Operational Plan	Zhizhen
Finances	Shyam
Exit Strategy	Shyam
Appendices	All members