

Part 1: CE Welcome Week:

1. Welcome Session: Monday, August 12th: 3PM

- a. A presentation should be prepared and sent to Jenny by Friday noon
 - i. **Volunteers:** Hosein.
- b. A couple of members should attend the welcome session
 - i. **Volunteers:** Hosein, Prathyusha, Justin, Deepak
- c. Trivia in kahoot (need to check with Jenny)
- d. Invite them for the Friday event, can briefly mention the CEGSAC office for any issues
- e. Prepare sticky tags that can be used as name tags, also buy some markers

2. Welcome breakfast: Thursday Morning, August 15th, G150 (I2I lab)

- a. Budget: \$500 by the CE grad office and \$500 by CEGSAC
 - i. Need to talk to Jenny for the money included in the budget
 - ii. Last year \$500 was used in social event, we can also something like that this year.
- b. Room clean-up: Before (a day before) and after the event, setting up the chair
 - i. **Volunteers:** Hosein, Mithun (time dependent), Prathyusha (depend on time)
- c. Shopping list: Prepare for 150 people, Panera bagel, muffins, pastry, coffee, chocolate, fruits, and others. Need to decide on this.
- d. Short presentation: CEGAC, recruit new members, introduce social media, everyone introduces themselves, ice-breaking event, Give slot to Dr. Dulcy and Dr. Govindaraju. Create social media QR codes and add them to the slide.
- e. Shopping:
 - i. **Volunteers:** Requested everyone to attend; All the volunteers should be present at around 8:30 am to set up tables, food, and other things.
- f. Set-up/clean-up on breakfast day: everyone.
- g. Group picture: Before the civil engineering arches.

3. CEGSAC Welcome event: Friday, August 16th

- a. Budget: CEGSAC's budget

CEGSAC

- b. Time: 4-6 PM
- c. Location: Mad Mashroom pizza place (2022), need to choose the location, book the room in advance.
- d. Plan:
 - i. Some general presentations: funding, department, grad school, and general information
 - ii. Mentorship program: Can introduce this mentor-mentee event, prepare a google sheet (QR code)
 - iii. Tour:
 - 1. Tour leader(s): Justin (last year Sean), Deepak, Mithun
 - 2. Itinerary: Very brief and straight forward
 - 3. Need to borrow a microphone
 - iv. Group photos:
 - v. Food: need to decide on the place after the itinerary; we can go for at least 120 students (old and new).
- e. Last year's event:
 - i. 4 PM, HAMP1144: Interactive chat with CECSAC:
 - 1. presentations on funding opportunities, student life at Purdue, and Student Manual5
 - 2. Kahoot
 - ii. 5 PM, HAMP tour + Campus tour
 - iii. 6 PM, having snacks at Buffalo Wild Wings

Part 2: Fall24 planning

- 1. Kayaking updates: 25 people registered till now (8/8)
 - a. Waiver form
 - b. WhatsApp group
- 2. GSAC funding application [Justin]: Give an overview of activities [**fall and spring**], what type of cost we anticipate, goal of the activities and events, anticipated attendance. Justin will share a google form and the event chairs/co-chairs can look for the previous CECSAC event folders. [**Deadline: August 18th, 2024**]
 - a. A survey and some instructions will be sent out shortly

- b. Fill out the survey form by August 18th
3. Department funding: Justing is trying to solve issues. Credit card issue: send email ahead of time.
4. Start recruiting your co-chairs and committee members

To do list:

1. Need to prepare events
2. Weekly meeting time in when2meet
3. Scheduling the weekly meetings
4. Plan for your committee's activities: make tentative plan and calendar
5. Plan for your committee co-chairs

Members present:

1. Hosein
2. Deepak
3. Mithun
4. Justin
5. Prathyusha
6. Myriam