1. SAO(Student Activities Office) number: 765-494-1231
   a. Call if event approval is delayed
2. Arthur and Sydney – invitation and brochure
   a. Talk to stephanie botkin – ask her to send the hard copies
   b. Brochure and invitation are finished.
3. Gautham
   a. 24 presenters, sorted in order so they are topically related
   b. need to sort into blocks
   a. Include picture of attendee
   b. Use departmental pictures
5. Nathan
   a. Contacting industry? All will be done by next meeting
6. Catering – Kevin
   a. Some Contacts aren’t responding
   b. LBC for Thursday night banquet. Might be more expensive. Two years ago they spent 4,600 total for banquet.
      i. Two dinner option with desert
   c. Do we need an exact head count?
      i. Family style is $4 per head.
      ii. Ask – if people don’t show, do we still have to pay for them?
7. Volunteer drivers
   a. Have three now. Need one more.
   b. Match drivers to reps as an incentive.
   c. Get list of reps from Nathan once they’ve rsvp’d.
   d. Can tell drivers the names of the companies that have attended in the past
   e. VANS
      i. SAO needs to approve event still
      ii. Need to reserve vans before event is approved.
      iii. Stephanie says we need to reserve vans through her!
      iv. Send driver names to Stephanie
8. World Cup
   a. Event planning form submitted
9. Volley Ball
   a. Event form submitted
10. Mystery Wine
    a. Event form submitted
11. Block party – Michael
    a. Nathan will host?
12. First Year picnic
    a. Funding – talk to Christina Farmus
    b. Snack-y fruit
13. Shared Drive
a. \texttt{atom.ecn.purdue.edu/chegsosh}
b. use your own login

14. Next two meetings
   a. Nicole will be gone
   b. Ask agnes if you need anything. She will run next two meetings.
   c. Nicole will try to skype in.

15. Laser tag/paintball
   a. In the past, we have paid for one round of paintball
   b. Maybe pay part of the ticket.

16. Abstract pictures
   a. Centered, below title, above name
   b. Impose word limit

17. Resume books/abstract books
   a. Everyone gets a flash given when they arrive
   b. Can get hard copy if they request it in registration
      i. Put it in their personalized folder
      ii. Could hand them out at the mixer Wednesday night
   c. Put abstracts online a week before, send email notification

18. Judges for poster session
   a. Morgan, Reklaitis, Gounder, Laird
   b. Two computational, two experimental
   c. Two hour poster session? Approved.
   d. Need to get judging criteria cards set up and approved

19.