One week left until Symposium!

1. Drivers – five drivers, all certified
   a. Make sure the drivers get the schedule and invitation to banquet
2. Nathan
   a. Reps have asked for schedule and resumes
   b. When finalize list, send out stuff
   c. Put abstract book on website, as well as file locker
   d. Send update to reps, including password
3. Kevin
   a. Everything is settled for food
   b. Mike for banquet is good
   c. Getting drinks a few days before
   d. List of food volunteers
4. Agnes
   a. Judging score cards are ready, give to Michael to put into packets
   b. Include a stack at each session as well for extras (for professors and industry)
   c. Proctors asked to hand out score cards at beginning of session to reps and faculty
   d. Have mini orientation for proctors
   e. Judging – have we sent out criteria out to presenters and poster people? Agnes has sent it to John.
      i. **John and Gautham – send criteria to presenters!** SEND TODAY!
5. Sydney
   a. Send schedule to students
   b. Send reminder to GSO about Monday 10:45 G124 meet first years
6. Michael
   a. Outpost – lunch
   b. Rep Packet
      i. Sent out to Stephanie yesterday
   c. Nametags
      i. Staff also gets invited so we need nametags for them
7. John
   a. Posters – send grading criteria
   b. Jeff usually puts up posters but he’s not here...
8. Arthur S
   a. Put up abstract book on website, include description of contents
   b. Get volunteers to help move tables
9. Gautham
   a. Use Dropbox to collect presentations? Or Drive?
   b. Proctor orientation on Tuesday evening? 4-5? Yes.
10. Block Party
    a. Nathan Carter asked – send general email to remind about block party
b. Sydney – repost link to Gsno fb page and email list
c. Rent table
d. Last year - $233. Try to keep it under $200

11. Beach Party
   a. Two weeks – labor day
   b. Google doc for carpooling

12.