Meeting Minutes 8/6/2015

Absent: Parul, Taufik, Han-Ting, Sean, Mariana

Symposium

- Arthur and Robert - Sample resume/abstract book review
  - Abstract book
    - Has been proofread.
    - Check schedule
    - Add logo in corner and last minute companies
    - Print with front and back.
    - Send to Stephanie for conferences website
  - Resume book
    - Looks good.
- Parul - list of representatives, form list of companies attending and send out to students/faculty
  - 10 companies, 11 people have signed up so far.
- Arthur - print resume books
- Robert - print abstract books
- Jimmy - nametags (attendees listed in shared drive)
  - Nametags – Stephanie just needs list of names.
  - Need list of Masters students, presenters, officers.
  - Wait a few days. Officers still need to sign up.
- Mariana - remind students to print posters, confirm poster stands
- Han-ting and Zheyu - do we need volunteers to help set up food or does catering company handle it?
  - Meet with Jeff Valley to plan tables/trash cans/extra trash bags/etc
- Sydney –
  - email schedule to faculty and students.
  - Secure gift for keynote speaker and industrial reps attending(?? ideas?)
    - Mugs? Keychains or flashdrives? Leather folder?
    - Flash drives with copy of abstract/resume book?
  - Send reminder email to print posters.
  - Send RSVP reminder to faculty and GSO officers
- Scott
  - Plan to purchase pizza and soda for ~100 for the block party.
- Rick and Zheyu
  - Happy Hollow picnic area is booked.
  - Food is good.
  - Carpool – send email for drivers to meet in atrium at specified time for carpooling.
  - Last year: GSO introduction to first years (on first day)... do we need all the officers or just the first-year reps?