

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 stepahnie 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
4. Abstract book – Arthur D
  - 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. [atom.ecn.purdue.edu](http://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.