

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.