

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?