

060216 GSO Officer Meeting Agenda

Coffee: Aditya

Sudarshan could not make it but provided a link to the graduate student feedback form

https://purdue.qualtrics.com/SE/?SID=SV_erjecvSveLvX0C9

1. Administrative Stuff

Relevant mailing lists: chmegrad@ecn.purdue.edu

che-masters-list@ecn.purdue.edu

Schedule exams through Bev and Corwin (quals, etc.). Email to graduate students about this procedure.

a. How to use BoilerLink

- i. Under name and My Involvement to access GSO page
- ii. Submit an event demonstration
- iii. Event planning form required for events with people outside of organization (Pint Night not required e.g.)

b. How to reserve rooms

- i. Classrooms/atrium – Timetabling (still required for holidays and weekends)
- ii. Conference rooms – Bev and Corwin

c. Video Tutorials (in an email to GSO from Arthur Shih last year) – Qualtrics, BoilerLink, Timetable

- i. https://www.youtube.com/watch?v=wtctZj_YC_M
- ii. <https://www.youtube.com/watch?v=MpY6yGGSJyg>
- iii. <https://www.youtube.com/watch?v=9Z2MQM-jTII>

d. Logo Use: logos are on GSO shared drive to use for advertising and sending out GSO related emails.

2. Symposium

a. Spreadsheet – quickly review what is due

- i. What is status of Carnahan?
Ryan has contacted Carnahan several times and has not gotten a response.
- ii. Alternate location ideas?
Alternative places including Heirloom and Matchbox (not preferable). Talk to Dr. Laird or Zheyu.

b. Stephanie Botkin – conferences – botkin@purdue.edu

c. Todd asked how many speakers can speak at Symposium. All students requesting time were taken last year (34). An email will be sent to clarify that more senior students and first time speakers will get priority if space becomes limited.

d. Poster session. Limiting 2 per group. Poster presenters will be invited to dinner.

e. Postdocs will be allowed to present if space is available but will not be eligible for awards.

3. College of Engineering Funding Proposals: due by end of summer. \$200 per group is available through the proposal.

a. Alternate funding source ideas

4. Officer Reports

- a. Aditya: Doodle poll to be sent for watching soccer games and kickball will be announced
 - b. Claire N: Arbor day tree planting possibly 25-30 people. Adopt a highway cleaning four times per year. Food and clothes drives for collection in the atrium.
 - c. Check on picnic budgeting for food and drinks.
5. Anything else?