

Meeting Minutes 6/23/16

1. Symposium

- i. Scott-met with Stephanie and talked about discount for first time companies. Only \$50 for first representative. Last year breakfast for 75 was all eaten. Feedback for last year said not enough coffee throughout the day. Stephanie is on vacation beginning today until July 5.
- ii. Cake for 25th annual serving options: LBC, mixer, or lunch. Lunch will need a bigger cake.
- iii. Rick/Jeremiah-next task on cover pages for resume book and abstract books
- iv. Claire L-sent in choices for lunch
- v. Swapnil-what to include in industrial rep packet. Last year schedule, map, notebook pad, and chocolate. Industry reps will now have option for paper copy of abstract book.
- vi. Todd-reserved correct hotel. Stephanie will book the van for industrial rep transportation but will likely need two drivers.
- vii. Reservation for 16 temporary parking passes at \$5. Will be distributed at mixer.
- viii. Joe-updated contact sheet and sent to Ishant and Aditya. Pal has agreed to help. Update website about Symposium (dates, discount for first time companies, lodging, eliminate mail-in form).
- ix. Sudarshan-suggested to move from prizes for 1st, 2nd, and 3rd to prizes for different categories (potentially by research group) and honorable mentions. Prize amounts to be decided. Wait until speaker list is finalized. Have 3 or 4 faculty to judge posters and cover as many research fields as possible. Organize talks by session and code for easier sorting of judging.

2. Officer updates

- i. Scott-summaries for budget proposal due next week.
- ii. First year programs-English program might work best with other engineering departments. Mentor/mentee program should be advertised early.
- iii. Rick-no updates
- iv. Jeremiah-bios still need to be submitted but website can be edited
- v. Claire L-no updates
- vi. Swapnil-next Monday will have a safety webinar
- vii. Abhijit/Ryan-need to book a shelter for the picnic.
- viii. Todd-no updates
- ix. Joe-soccer finals times have not be determined. Forney Olympics event list made (most likely all on one day). Talent show?
- x. Sudarshan-looking for wellness activities on campus. Things to improve first year orientation week.

3. Other

Group picture