

## Meeting Minutes 7/22/16

### 1. Symposium

- i. Scott-confirmed speaker. Arranging speaker meetings with faculty. One company has officially registered. Abstract draft will be provided.
- ii. Publications-drafts for resume book complete. Pritish will work on cover pages over this weekend. Poster session info to be included in abstract book.
- iii. Industrial packets-one set of name tags. Waiting on list of attendees.
- iv. Industrial Liaisons-5 companies have committed. Number of invites have increased from last year.
- v. Scheduling-abstracts and resumes have been assembled. Schedule finalized. Working on parking passes. Two proctors per session that will handle setting up presentations.
- vi. Refreshments-looking for image for sheet cake. Check Purdue catering to see if there are cooler options.
- vii. Poster session-layout of posters.
- viii. Judging-award certificate designs posted. Two judges per poster. Judging criteria on shared drive. Four faculty judges are now confirmed. Postdocs can also be asked.

### 2. Officer updates

- i. Scott-Dr. Beaudoin will take back duties for graduate recruiting and would like to ask about recruiting experiences. Andrew looks like he will take over as Sports Chair.
- ii. Rick-ensure proof of payment and itemization is on the receipt.
- iii. Swapnil-office inspections completed. Lab inspections again for next week.
- iv. First year-plan catering for picnic for at least 120 people. Request coolers for the event.
- v. Claire L-arranging workshop for graduate students. Workshop sessions may now substitute for seminar (for schedule conflict).
- vi. Joe-need to start planning block party. Polling for Olympics viewing. Pokemon Go walk with different routes.
- vii. Claire N-will be representative for GSO in Adopt-a-Highway. "Purdue Chemical Engineering Graduate Students". Highway section near Meijer and Menards. First clean in October.
- viii. Sudarshan-complaints about water quality. Will open a Qualtrix page to show complaint has been addressed.
- ix. Jeremiah-GSO poster to be completed before next class arrives. Archive folder for older GSO meeting minutes.