

0608 meeting not present: Claire, Laura, Jeremy

Non symposium work

1. Lihui: upload meeting minutes
2. Nicole: communication workshop. Joanne was willing to have a brief workshop for ChE department. Away until 8.8, a week before symposium. Try to schedule it before she leaves. Possible to have workshop on presentation skills?
3. Shivani: contacted Sudarshan about work: To create a questionnaire. To write proposal for grant from college of engineering (due in Aug.). To organize event in fall, like guest lecture.
4. Bev: seminar coffee, another broken egg.
5. Pushkar:
 - a. past survey to second-year about mentor mentee program and providing help
 - b. Contacted new students about their needs
 - c. Wrote a document about renter selection
6. David: Friday office safety cleanup:
 - a. ordered coffee and cookie
 - b. Friday shifts: Lihui Vinny David.
 - c. Send a reminder today.
 - d. Jeff will send a cart for electronic trash.
7. Ryan:
 - a. Send receipt with proof of payment.
 - b. Everyone send the reimbursement form.
8. Bev: make sure to have senior students help in orientation week

Symposium

1. Invitation to companies:
 - a. already drafted an invitation to previous companies.
 - b. Need another invitation to new companies. Remember to mention that many companies usually attend to raise their interest.
 - i. Need to put Trevor on the thread.
 - ii. response
 1. If say yes, repond with the lodging and event schedule
 2. If say no, provide video option
 - iii. Remind the company to register, give the deadline
 - c. Who send the invitations? For new companies: both students and faculties.
2. Lihui&Shivani&Bev: Resume & abstract, Standard format, use template.
 - a. Make sure photos included in the abstract book.
 - b. 2 pages maximum
 - c. send the emails calling for resumes and abstracts after Joe sends the announcement email about symposium.
3. Nicole: to ask for poster submission.

- a. dates: 8.16 mixer, 8.17 actual symposium day, 8.18 hold interviews(so need to ask companies if they need a room for interview and how long).
 - b. Poster presenter don't send resumes.
 - c. Title need to be finalized for posters
4. Pushkar:
- a. poster:
 - i. don't put interview because it's optional. State it in email instead
 - ii. change the cost, Davidson, official registration link
 - iii. research area category is fine
 - iv. do not need to change the name
 - b. abstract:
 - i. acknowledgement not needed
 - ii. ok to keep reference, put a black line before reference
 - iii. send template and the example at the same time
5. Joe:
- a. holiday inn booked
 - b. mixer: First connection between presenters and representatives.
 - c. refreshment:
 - i. breakfast: PMU, we get discount, do again. Water coffee available all day from PMU.
 - ii. Lunch: hasn't been decided. Last year was Puccini's.
 - 1. Veggie sandwich at JJ is bad. Potbelly may be good. Sandwich may be too casual.
 - iii. Dinner: outpost catering, good and cheap, near holiday inn. Dinner buffet. Italian within budget. See options in the brochure.
6. Dresscode: Suit. Business casual for poster.
7. Stephenie is in charge of small things happening each year, like name tags
8. A microphone needed to the mixer
9. Alcohol: give tickets to students. Need to figure out a way to limit alcohol.
10. Symposium day: Need volunteers on timing, cutting off talks.
11. Make sure guest speaker has 1 hour in the seminar room.