

Meeting 6.15.17 not present: none

Non symposium:

1. David: finish the safety inspection.
 - a. Office clean went well.
2. Trevor: Need to do the light-saving survey. Claire will do it.
3. Nicole:
 - a. Joanne asked photos of symposium from last year.
 - b. Joanne offered 4 types of workshop: CV, Presentations, posters, abstracts, 2 hours each. Can do before 7.28.
 - c. decided to give priority for presentation and resume. Resume first before due date (7.15), presentations later.
 - d. Asked help from Joanne about shooting videos?
4. Lihui:
 - a. Finished updating GSO website.
 - b. Group photo after the meeting.
5. Laura&Pushkar:
 - a. sent a survey about social event: movie night, game night, golf, rock climbing, pool party(?)
 - b. All new students want to know how to use bus system
 - c. Got volunteers from first-years, solved questions with an email
6. Trevor: changed the survey questions
7. Calire:
 - a. food bank today, can be extended to faculty and staff.
 - b. High way cleanup: signed us up (4 times a year). We're going to do that.

Symposium:

1. David: started planning catering
2. Vinny&Trevor:
 - a. updating representatives emails for new companies, and reply
 - b. Ecn or cheq: in charge of server. Website problem
3. Nicole: poster racks reserved already.
4. Bev&Shivani&Lihui:
 - a. Abstract: put in middle the header, do not need to delete tables
 - b. Resume: only for oral presenters. Poster presenters will only give out name card and resumes to representatives on their own.
 - c. Template on mac. Send a pdf file which won't change in format.
5. Video: does everyone want to be recorded? Get approved from companies for company-sponsored projects.
6. Pushkar: changed the poster
 - a. Research area: energy → energy technologies

- b. Black block: change to black border. Give hyperlinks to long paragraph introduction.
 - c. Minus sign → per
 - d. Last day is optional
 - e. Send draft to Ryan by weekend. His girlfriend can have a check.
7. Trevor: made 3 standardized response to company's email
 8. Joe: discussed about food supply. (Purdue Room)
 9. Abstract & Resume request email need to be sent today. Due date 14th