

## Meeting Tuesday 14<sup>th</sup> Aug 2018:

- Ayşe absent
- No meeting next week. Then biweekly meetings during semester. Poll will be sent out for new timing
- **GSO Symposium Discussion:** Thursday 16<sup>th</sup> Aug 2018
  - Will give name tags and parking passes when reps arrive. Reps will need to give car info for parking passes
  - GSO officers will be present on Thurs; to answer general doubts and talk to reps and first years
  - ITAP will set up recording in rooms during breakfast on Thurs
  - Extra GSO officers will be in presentation rooms to help with audience questions, apart from proctor
- **Symposium Updates**
  - Industrial Packet: Aidan Coffey
    - Amanda did not realise that we had our own stands for atrium
    - Misprinting in name tags
    - Received many staff ribbons for faculty
    - Received folders
    - Folders will have maps, schedule, abstract and resume booklets, gifts (pens or mugs) and dept newsletter
    - Have picked up soda and water
  - Poster Session: Aditi Khot
    - Almost all people have sent posters to Jason; most have been printed
    - Need to confirm with Nick and Jeff for poster stands
    - One person forgot to make a poster; slot may be left blank
  - Publications A: Tony Mathew
    - Have printed resume booklets
    - Keep extra resume booklet with Bev
  - Publications B: Ayşe Eren
    - Have printed abstract booklets
  - Refreshment: Akriti, Kai Jin
    - Met with Jeff to set up food tables
    - Breakfast in atrium (or area near distillation column), lunch outside G140.
  - Scheduling: Blake Finkenauer, Jessica Torres, Bev Johnson
    - Proctors meet at 7am Thurs
    - Bios for presenters are ready, and will be printed for proctors
    - Bev has bought cookies
- **Non-Symposium Discussion**
  - May rent location for block party

- **Non-Symposium Updates**
  - President: David Rokke
    - Outpost took care of setting up at First Year Picnic yesterday
  - Outreach : Aidan Coffey
    - Murdock discussions ongoing
  - Publications: Tony Mathew
    - Made poster for display case
  - Sports: Kyle Weideman
    - GSO will fund two teams for sports competition