23 July 2019

Presiding: Jessica Torres

Attending: Anna, Clayton, Kurt, Bev, Ayse, Vik, Weilee, Apurva, Carly, JT, Prof. Morgan, Kaustubh

1. Symposium Updates
    a. Anna
        i. Errors in estimates sent in from caterers
            1. Fix errors?
        ii. I   t will happen when they send us the final bill
    b. Clayton
        i. Abstracts?
        ii. Bev did them
    c. Kurt
        i. Bev made abstract books
        ii. Can we reorganize Drive? Doesn't make much sense
        iii.
    d. Bev
        i. Once it is closer to symposium, need to organize the overall presentations and how they will be given to GSO
        ii. Need to update logo and stuff
        iii. Wanted Carly and Clayton to go over everything wrt scheduling
    e. Ayse
        i. Takeda (three reps; brand new)
        ii. Event form will be finished and Apurva will get reimbursed
    f. Weilee
        i. Sent out invites for judges
        ii. Currently have 17 judges
        iii. Should decrease from 5-6 posters/faculty for judging
            1. Lots
        iv. Bev will send more info to get more judges
        v. Wants to aim for 20-25 judges
        vi. Ideal to make two profs per poster, but could lead to bias?
            1. Prof Morgan: Two is enough; not really
        vii. Certificate design input
            1. Added border because pretty for poster!
                a. Bev and Morgan: Border might be covered up by frame
            2. 5 categories + 1 for overall
            3. Computational chemical engineering?
                a. Kurt: What does that mean?
                b. Need to define the category more
                c. Weilee will look further into past works
            4. Maybe need to update categories because some seem… outdated (energy and process intensification is basically just Agrawal)…
    g. Apurva

- i. Do we need to send out reminder emails
- ii. Jess: Can aim for it around July 29; deadline on 31
- iii. Bev and Ayse: Aim for 26; more time better

2. Random
    a. Vik: Can we switch to OneDrive?
        - i. Why would be?
        - ii. Purdue uses MS for everything
        - iii. Can't use Google Drive
        - iv. Edit together as necessary
        - v. Easier for multiple people to work together

3. Other updates
    a. Jess
        - i. Events to include for August email
            1. JT will get back about intramurals; still need to schedule
    b. Carly
        - i. Five students still need to fill out survey
        - ii. Going to organize mentor-mentee match after Friday
        - iii. What to prioritize for mentor-mentee pairing?
            1. Research interest or gender or something else?
            2. Male student specifically wants Basaran
                a. Talk to Xiao?
            3. Should this request be prioritized
            4. Jess: Gender shouldn't be prioritized
                a. Concur: Morgan, Bev, Kurt
            5. Domestic/International
            6. So far: Carly mainly focused on research area
            7. Jess: If everything works except for gender for that one, ignore it
        - iv. Games are arriving
            1. Closet keys are with Kurt and Apurva
    c. Apurva
        - i. Murdock will begin in mid- to late- August
    d. Vik
        - i. Website fully updated
            1. Still need to send bio to Vik: Kurt
            2. Carly's bio
            3. Officers year
            4. Update contact website
    e. Kurt
        - i. To JT: Have announced next season of intramurals
        - ii. Need to get a filing cabinet because for many activities such as volleyball tournament, we need to get waivers and store for two years!
            1. Need it for internal events
        - iii. For those that do events:
            1. Read all the checkboxes

2. For picnic, need an inclement weather plan, etc.
            iv. Turkey Run Hike
                    1. Do it early August or in Fall?
                    2. Do we want it before orientation (before first years) or 24th
                    3. Room likes 24th
                    4. Turkey Run will be renamed to Botanical Garden Hike because of colors
            v. Block Party
                    1. Planning to use gazebo at Launch
                            a. Can move to clubhouse if it rains
                            b. Can't reserve and no alcohol
                    2. Food preferences?
                            a. Not brining pizza because it will be at pint night
                            b. Talk to Kurt
            vi. Turkey Run Hike will be renamed to October/November for
    f. Clayton
            i. Feedback:
                    1. Overwhelming with number of notifications
            ii. Discussion
                    1. Doesn't really make much sense
                    2. If Kurt sends out reminder for coffee break, for instance, sends reminder before break and add other events at end of email
                    3. They can just get over it tbh; better to have more reminders than more
                    4. General consensus of room: Leave it be; we're not doing anything wrong