

30 July 2019

Presiding: Jessica Torres

Attending: Anna, Kurt, Apurva, Clayton, Ayse, Vik, Weilee, Xiao, Carly, JT

1. Symposium Updates

- a. JT
 - i. Sent out reminder emails on Friday
 - ii. Dow hasn't signed up yet, but they told JT they would come
 - iii. Should they get another reminder email?
 - iv. Eh... Just wait for now: Consensus of room
 - v. Can send another reminder at five days after deadline
- b. Carly
 - i. Met with Clayton to go through resume and abstracts book
 - ii. Don't know who will be printing?
- c. Xiao
 - i. One person changed his poster title last week
 - ii. Title updated in abstract book
 - iii. Will send email to poster presenters next week to send their posters to Jason to have them printed out
 - iv. Will attach layout to that email
- d. Weilee
 - i. There are 19 judges as of now → ~six posters/person
 - ii. Certificates and judging cards are designed/updated
- e. Vik
 - i. Haven't heard from Bev
 - ii. She'll contact us
 - iii. Can be printed at PMU
 1. Boiler Copy Mart
 2. Go with department PCard
- f. Ayse
 - i. Sent Jess email from VP of Takeda
 - ii. Waiting to hear from Takeda regarding poster
 1. Ayse can present the Takeda poster if necessary
 2. Can she change her poster at the last minute?
 3. Will organize it with Xiao
- g. Clayton
 - i. Make sure final drafts of books are cross-checked with the poster titles, etc.
 - ii. Need to do final reviews as necessary
 - iii. Xiao: We can send them to the poster presenters instead, so they can ascertain themselves
- h. Apurva
 - i. No updates
 - ii. Questions:

1. Industrial packets and nametags will be made soon. What goes in the packets?
 - a. Jess and Ayse have no idea
 - b. Will talk to Aiden
 2. Template for name tags from last year?
 - a. Jess: No.
 - b. Will make a new one
 - iii. Kurt
 1. Will wait for Bev's email
 - iv. Anna
 1. Catering is confirmed
 2. Anything else to do between now and symposium?
 - a. Make sure there are people to set up for distribution, etc. on day of
 - b. Contact Jeff Valley to figure out spatial logistics
 - v. Jess
 1. Trying to find gifts for industrial reps and symposium speakers with Bev
 - i. Cash prizes are for poster winners, etc.
 - i. Jess will take care of that
2. Anna
 - a. Food bank on next Friday
 - b. One more person can go; spot opened up
 - c. Jess will include it in the monthly email
 - d. Logistics taken care of
3. Kurt
 - a. Pint Night went well
 - i. 24 people
 - ii. Pizza is never enough
 - iii. Dushyanth said veggie options were good
 - b. Need suggestions for food for block party
 - i. Will happen August 16
 - ii. Preferably not pizza
 - iii. Sandwiches/Jimmy Johns?
 1. Cheaper options available
 2. Payless caters sandwiches, wings; much cheaper
 - iv. Chick fil-A platter?
 1. No vegetarian options sadly
 - v. Puccini's
 - vi. Moes/Chipotle
 - vii. Fazoli's
 - c. One large social event (block party) per semester
 - d. Smaller events through the semester
4. Apurva
 - a. Contacted Murdock

- b. Finalized number of lessons in this semester
 - i. 13 lessons starting on August 26 on Mondays 3:30-5:30
 - c. Planning to wait for week after symposium to send out information regarding this
 - i. Jess will send first email for this month
- 5. Clayton
 - a. No updates
 - b. Next meeting on August 16
- 6. Ayse
 - a. No updates
- 7. Vik
 - a. No updates
 - b. Still working on updating website
- 8. Weilee
 - a. Submitted documents for ice cream social
 - b. ~38 people
 - c. Applied for ~7 gallons of ice cream
 - d. Jess: Want to have a non-dairy option as well
- 9. Xiao
 - a. No updates
- 10. Carly
 - a. Is there place in the closet for yard games?
 - i. Apurva and Kurt: Yes, there's plenty of space
 - b. 18/19 filled out survey
 - i. Everyone is paired and ready to go
 - c. Chem and other departments give out for gift cards mentor-mentee pairs
 - d. We could bring it here too
 - e. Maybe send out mentor-mentee emails earlier
 - f. Will say thanks to people who offered but don't have mentors
 - g. Will send out information of mentor-mentee program to everyone by end of week
- 11. JT
 - a. Will send out an update for intramurals
- 12. Jess
 - a. Email for month is ready to be send out
 - i. Will send it out by tonight