

6 August 2019

Presiding: Jess

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

1. Symposium

- a. Takeda changed their minds; sixteen coming – all paid members
- b. Maybe not incentive enough for free people
- c. Did not actively pursue local companies; something to do for next year
- d. Abstract and resume books done
 - i. Kurt: Do we have a preference for spiral vs. combed binding?
 1. Printer prefers combed
 2. Laminate front and back
 3. Same cost for both spiral and combing
 4. Combing would be done automatically by the machine
 5. Not a big deal; only going to be used for one day
 - ii. Kurt: What type of paper should we use?
 - iii. Jess: Maybe borders on time shouldn't be here and spacing not consistent
 - iv. Spelling of "resumes" are irrelevant
 - v. Send errors to Kurt for revision
 - vi. Jess: Fixed spacing and font size
 - vii. Add a table of contents
- e. Grouping together for poster judging?
 - i. Need to be revised?
 - ii. Weilee
 1. For judging, number judges paired to individual poster
 2. No two judges for same row or same poster
 3. Not enough judges in some fields to get experts in each field
 - iii. Put all greens together and push top row down one
 - iv. Xiao will send out an email next week about the categories for judging
 - v. Kurt: What are the judging categories?
 1. Jess: Will need to be figured out later
 - vi. Can just add a disclaimer to the bottom of the poster map layout that this isn't the judging categories
 - vii. Morgan: Don't need to worry about putting disclaimer on book for industrial reps
 - viii. Xiao: One person emailed her an hour ago wanting to change poster title
 1. Bev: This is the last change; we can't do anymore
- f. Clayton: Some font inconsistencies and formatting inconsistencies for resume/abstract book
- g. Emails to be sent out are done
- h. Need to get clickers
 - i. Have been reserved
- i. Time cue cards need to be printed/made
- j. Kurt will have the books printed out in the next few days

- k. Kurt: Need to fill out a form to bill GSO
 - i. Jess/Ayse will figure it out
 - l. Maybe invest in green clickers for future due to colorblindness
 - m. Anna: Go early to set up for caterers
 - i. Bev will be there as well
 - n. Dress code: Business casual for everyone
 - o. Weilee: They want Purdue Police Department to approve picnic
 - p. Weilee: Sent out reminder emails for judges; have twenty-two right now
 - i. Working to figure out best/optimal combinations
 - ii. Need to plan out judging categories
 - q. One person cancelled their poster in catalysis
 - r. To set up poster stands, se can do it during lunch on Wednesday
 - s. Final schedules will be sent out tomorrow
 - t. GSO will be around to set up poster stands
 - u. Stands are in Fundamentals lab
 - v. Xiao will print out poster numbers
 - w. Apurva picked up ~40 folders from Aiden
 - i. Will fill them into the gift bag
 - x. Kurt will send printed books to Apurva
 - y. Name tags being made by Bev and Robin
2. Apurva: Murdock contacted for volunteers for this week and next week
 - a. Not sure we can do it that quickly
 - b. We should put it off until after symposium
 3. FY Reps: Mentor-mentee pairs have been sent out
 - a. GSO should try to take FYs to lunch next week Tuesday/Wednesday
 - b. Tuesday GSO activity is ice cream social
 - c. Panel: 11-12 on Wednesday
 - d. Bev contacted Chem Department and they said that they use some sort of PCard for people to take FYs to food on campus
 - e. Potentially doing a board game night for FYs/mentor-mentee on September 6
 - i. Planning to get pizza
 4. Bev needs building tour guides on Monday next week
 - a. GSO will help
 5. Website fully updated
 - a. Poster next week
 6. Food bank is this Friday
 - a. Anna plans to drive people
 7. Bev
 - a. OChE: September 5-6
 - i. IAC: Industrial Advisory Council
 - ii. Outstanding Chemical Engineers (alumni we want to get money from)
 - iii. During day, students make presentations
 - iv. Planning to do a poster in September 6
 - v. GSO will organize poster session

- b. Will send out orientation email to everyone soon
 - c. Needs to invite department for symposium lunch
 - d. Needs people for building tours
8. Kurt
- a. Chipotle catering for block party
 - b. Make sure you fill out expenses when you do things in a timely manner
 - c. Got an email today to keep GSO calendar updated from David