

13 August 2019

Presiding: Jessica Torres

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

1. Symposium Updates

- a. Anna
 - i. Catering is confirmed
 - ii. Picnic went well
- b. Kurt
 - i. Books are printed
- c. Clayton
 - i. Bios are being printed for speakers
- d. Proctoring duties
 - i. Everyone should have it on a flashdrive
 - ii. Five minutes between presentations
 - iii. Plan for everyone in GSO to meet 7:30 in atrium
 - iv. Business casual for everyone
 - v. Time cues (5, 2, 1, STOP) printed
 - vi. 15-minute presentations with five minutes for questions
 - vii. Proctors field questions (choose who's asking)
 - viii. ITAP will be recording everything
 - ix. Mic is only for ITAP to record
- e. Bev
 - i. Tickets for drinks
 - ii. Jess has them
 - iii. Will need them for bags tomorrow
- f. Apurva
 - i. Folders are created
 - ii. Brochures and books are not in folders yet
 - iii. Bev has printed them brochures, and Kurt has books
 - iv. Giving mugs in gift bags
- g. Good gift for keynote speaker
 - i. Don't have any special gifts this year
 - ii. Could just give mugs
 - 1. But there are lots of mugs, so we can give them to everyone
 - iii. Consensus of room: No one cares what we do
- h. Weilee
 - i. Have compiled judges' rubrics
 - ii. Need to pick up holsters for certificates
 - iii. Need to get clipboards for judges
 - iv. Sent out reminder emails to judges
 - v. Will print out certificates with names on color yay
 - vi. Need to get cardstock
 - vii. Need to print 105 pages for rubrics

1. Bev can do it
 - viii. For each presentation, give three proctor judging cards for each proctor
 1. Give out extra as asked
 - ix. Suggestion: Instead of individually handing them out at presentation, we just put them in folders; as such, wherever they go, they can fill out
 - x. Keep extras on hand in case we need them
 - xi. Cards will be printed today
 - i. Xiao
 - i. Sent out email out to all presenters about when, where, judging info, etc.
 - ii. Each poster will be judged three times
 - iii. Will print out additional maps as needed
 - iv. All logistics are figured out
 - v. Categories: Bio and pharm are one group with two winners
 - vi. Will have six winners total
 - vii. Tables will be moved out of atrium after breakfast
 - viii. We can set up poster stands afterwards
 - ix. Will have to remove them on Friday
 - x. Poster numbers will be put on there
 - j. Basically, stick to the schedule, and don't fall behind. Period.
 - k. Printing symposium schedules (both symposium and presenters)
2. JT
 - a. Fall intramural signups start soon; will send out email
 3. Kaustubh
 - a. Got information about meetings; will update from next week on
 4. Carly
 - a. Ice cream social went well
 - b. Will make spreadsheet for when mentor-mentee boardgame event will be
 - c. Contacted about getting PCards for mentor-mentee
 - i. Can't do preloaded cards
 - d. Can do reimbursements if we want
 - i. Not the best option
 - ii. Need to do something too long and too much effort
 - e. Did not provide a new option
 - f. Could have to just go to BOZO office and do it face to face
 - g. Could we just have the department do the mentor-mentee PCard funding?
 - i. Much easier
 5. Apurva
 - a. Email about Murdock will be sent to first years
 6. Vik
 - a. Poster will be updated next week
 - b. Turnover in GSO
 - i. Maybe something to address this year?
 - ii. Making transition docs
 - c. Update Constitution and Bylaws

7. Kurt
 - a. Block Party on Friday
 - b. Preferences on snack foods
 - i. Having Chipotle for main
 - ii. No preference
 - c. Will send out email about block party
8. Anna
 - a. Food pantry went well; four people showed up
 - b. Will have to reschedule for food pantry events through the semester