

20 August, 2019

Presiding: Jessica Torres

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

Absent: Vik

1. Last Summer meeting
2. OChE: Outstanding Chemical Engineer Winners & Industry Advisory Council
  - a. Bev: We need to advertise to graduate students about this
  - b. Seminars is on the September 5<sup>th</sup> and 6<sup>th</sup> for poster session 11 or 11:30am
  - c. We may have to ask graduate students to display posters ~10 from last year's meeting minutes
3. BigTen Expo: September 22-23<sup>rd</sup>
  - a. Sunday night is dinner with poster session
  - b. Need GSO to display posters
4. Graduate Faculty committee meeting: Representation needed (9 faculty of them, 2 GSO reps, 1 PGSO)
  - a. 1<sup>st</sup> one is Thursday or Friday at 10 or 11am
    - i. Boudouris is the new chair of the committee
  - b. We would send to GSO representatives to (1 voting member and 1 non-voting member)
    - i. Help Contribute our voice!
5. GSO Symposium Lessons Learned
  - a. Successful symposium!
  - b. All-day coffee was a bust
    - i. Get a refund and remind them next time
  - c. Beverage selection was poor
    - i. No water, no other beverage selection
  - d. Cookies during presentation time
    - i. Need them!
  - e. 5-minute break in between talks
    - i. Break is needed but time duration is dependent
  - f. Big one: having two people on both sides was very helpful
    - i. More clear system on who's timing
  - g. Transition after poster session and key-note speaker
    - i. Needs refining: earlier in the morning had more attendance
    - ii. Graduate student attendance was lower
    - iii. Need coffee or cookies or donuts for keynote speaker
  - h. Tacos may be messy for networking
  - i. Industrial Reps were complaining about lack of hotel booking
    - i. Hard to find hotel booking
    - ii. But we can't book hotel rooms in advance
    - iii. Clash with Parents helping students move in for hotel reservations
    - iv. Reserve hotel rooms earlier
    - v. Save the dates earlier: check with hotels

- vi. Book hotels near the Hilton on i-65 holding 10-20 rooms
- vii. Make a point when we send reservation
  - 1. As a headsup-book hotel rooms early
  - 2. Include hotel options
- 6. Not everyone will be able to make every single tim
  - a. Meeting next week and biweekly following weeks after