

16 July 2019

Presiding: Jessica Torres

Attending: Clayton, Prof. Morgan, Bev, Ayse, Vik, Xiao, Carly, Jonathan, Anna, Apurva, Weilee

1. Ayse
 - a. Another attendant
 - b. No hotel rooms extra booked
 - c. Send out more emails for non-responders?
 - i. Bev: Should remind those who haven't responded
 - d. We need to send out reminder emails closer to deadline
 - e. All the emails have been sent out
2. Symposium Updates
 - a. JT:
 - i. Emails sent
 - b. Carly
 - i. Proctors finalized
 - c. Bev
 - i. Two or three peoples need to send abstracts/resumes still
 - ii. If they don't respond by tomorrow, they're out of symposium
 - iii. Need abstracts to create presentation schedules for abstract book
 - d. Xiao
 - i. Poster submission deadline was yesterday
 - ii. 33 posters submitted
 - iii. Working on floor plan today
 - iv. Put posters in front of elevators rather than by distillation column?
 - v. If more than 33, don't know where to fit other than at distillation column
 - vi. Have enough stands (can use both sides; approximately 30)
 - vii. Maybe don't have to group
 1. Nobody will notice: Morgan
 - viii. Could go towards G140 as needed as well
 - ix. Agrawal's new posters might have to go by distillation
 - x. Can't switch mat sci and bio
 - xi. Configuration needs to be looked at again
 - xii. Can't put anymore at the back of the atrium by wall (can only fit four)
 - xiii. Atrium currently full
 - xiv. Judging needs to be in singular categories
 - xv. Would Kim's group go into biotech or pharma?
 1. Morgan: Biotech
 - xvi. Need to break down into more equal categories
 - e. Weilee
 - i. Judging not yet addressed
 - ii. Will be sending out emails soon
 - iii. Bev will send last year's info
 - f. Apurva

- i. Ribbons arrived
 - ii. Bev says we have name tags (Robin ordered)
 - iii. What type of folders should be ordered?
 - 1. Bev: Have Purdue ones in office; don't need to order
 - iv. Need to start making packet to give to industrial reps once we know who they are
 - g. Vik
 - i. Kurt and Vik made cover page for abstract books
 - ii. Change font away from comic sans
 - iii. Put year in black
 - h. Anna
 - i. Emailed caterers about menu options
 - ii. Asked for costs of renting room
 - iii. Can we get the discount?
 - iv. Gave it before
 - v. Total cost ~\$9k
 - vi. On one of later tasks, what's coffee needed?
 - vii. Wouldn't caterers do that?
 - 1. Bev: Yes
 - viii. Coffee for breakfast and after lunch
 - ix. Can get Panera to make coffee cheaper
 - x. All day coffee service on last year's invoice
 - xi. Going to do all day coffee service
- 3. Weilee
 - a. Lawn games purchased for picnic on Prime Day (~\$200)
 - b. Bus will be provided to park on picnic
 - i. University wants to know
 - ii. Bev will send confirmation
 - c. Didn't mention food
 - d. REM just approves caterer's food: Bev
- 4. Anna
 - a. Sent emails about food bank and highway cleanup
 - b. 6 for food bank; 10 for highway cleanup
 - c. Cleanup on 17 Aug
 - i. Can invite first years
 - ii. Potentially add to orientation (optional event)
- 5. Clayton
 - a. No update
- 6. Bev
 - a. No update
- 7. Vik
 - a. Website updated
 - b. Bev will send Vik photos
 - c. Maybe add page of updates

- d. Photos on website
- e. Twitter
 - i. Do we need it?
 - ii. Redundant
 - iii. Only 25 followers
 - iv. Morgan:
 - 1. Twitter is becoming more dominant
 - 2. Is Twitter the way to go?
 - v. Maybe just advertise more in department
 - vi. Morgan: FB is past tense; Twitter is announcement
 - vii. Maybe just use Twitter for announcements
 - viii. Put upcoming events/announcements on twitter
 - ix. Will redo brochure to make it easier
 - x. Next project: Poster
- 8. Apurva
 - a. No updates
 - b. Photos for GERI to be uploaded on website
- 9. Xiao
 - a. No updates
- 10. Carly
 - a. No updates
- 11. JT
 - a. No updates
- 12. Kurt (absent)
 - a. For pint night, he will be at Argonne
 - i. We need someone to pick up the food; he will arrange it
 - ii. Next Thursday 24 July at 6:30