GSO Meeting on 5/26/2020

Presiding: Wei-Lee

Present: Wei-Lee, Carly, Apurva, Daniel Gribble, Daniel Hayes, David, Gaurav, JT, Kurt, Paulina, Sydney, Vik, Prof. Morgan

Absent: Aidan

Symposium

Wei-Lee:

- Symposium would probably have a hybrid structure or worst-case virtual.
- Industrial reps may not come.
- Symposium roles distributed.
- Cost analysis:
    o Reps essentially paying for recordings and resume book.
    o Keep fee of $50.
    o If prizes are given for speakers, that may need to be included in fees.
    o Dr. Kim has helped previously with funds for symposium. Could request funds for recording from him.
- To everyone, access symposium files on main drive and look at assigned roles. Can start on assigned tasks that need to be completed in the next few weeks.

Prof. Morgan:

- How many people expected? Can social distancing be enforced?
- Talks are fine; poster session is crowded, could be an issue
- Not worth having a reception if very few industrial reps coming.
- Better to survey at some point how many industrial reps are coming.
- Hybrid format may prove to be a burden for GSO in planning.

Kurt:

- According to university guidelines, off-campus visitors not allowed in on-campus events till July 31st. If extended, could be a problem for symposium.
- Have info about posters in a central place and allow WebEx links to posters' rooms to listen to detailed presentation.

Apurva and JT:

- Attended virtual conference where posters sessions and talks were held through Slack and GoToMeeting.

Regular updates

Wei-Lee:

- Google group, BoilerLink, Google calendar and shared drive access provided.
- Those not added to calendar, contact me.
- Event creation and management on BoilerLink demonstrated.

- Event page for Symposium created on BoilerLink.
- Recurring events can be defined as such on BoilerLink and they auto-renew. However, continue with whatever worked previously if that is convenient and did not pose an issue.
- Daniel G to continue handling Album Club.

Kurt:

- Doc on shared drive has step-by-step procedure for creating new events.

Apurva:

- Make a google sheet for symposium?
- Next Art Club on 1st June.

Sydney:

- Try using online Office or Outlook for shared docs.

Vik:

- Beware of legal implications of using external services (like Google drive, Dropbox etc.) for official university business. Better to use university approved resources or confer with university legal office for other options.
- Has SAO approved constitution?
  - Not yet.