

## GSO Meeting on 6/9/2020

Presiding: Wei-Lee

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

Absent: David

### Symposium

From last time:

- Microsoft Teams: new platform for document sharing
  - Create separate channels if needed
- Shared drive how to uploaded on both platforms
- Decided to use Slack communication Platform for virtual symposium
  - JT and Daniel G.
    - Upgrades required?
- Task assignments from last week (refer to spreadsheet)
  - Save the date was sent out- Weilee
  - Resume/ presentation email sent out - Bev, Aidan, Paulina
  - Contact Keynote speaker-Weilee

This week:

- Keynote speaker accepted invite but traveling to campus is still in doubt.
- Gone through industrial reps who came last year and compiling list. Mentzer had contacts last year. Can reach out to more industrial reps (through senior grad students in groups).
- Poster format decided. PowerPoint has a feature to record audio while speaking, can be uploaded to Slack in this format, better than mp4 videos in terms of storage requirement. In case of proprietary info, add warning to invites that their presentations may be recorded in the symposium.
- Slack Premium worth it? (for conference video calling and storage) Maybe not, if using Webex for presentations.
- Brochure updates required: change schedule and topics, add contact info, mention that symposium is virtual and only credit card transactions are accepted, add registration link.
- Invitation updated. Just needs registration link.
- Slack platform test case ready.
- Waiting for authorization from Business Office on registration website.
- Nametags may be needed if keynote speaker comes to campus, otherwise may not be required. Nametags for speakers are required.

### Regular updates

Vice President- Carly:

- Waiting for re-registration with SAO (see President update below) to access our funds.
- For future reimbursements it would be great to streamline bookkeeping via submission of 1) attendance and 2) a few comments whenever a receipt is submitted to me for reimbursements. I'll then be in charge of updating the budget spreadsheet, etc. to avoid any confusion.

#### Communications- Gaurav:

- Added a post on FB pointing to the updated GSO website. Also publicized the anonymous feedback form in the post. Invited people from dept to like the page.
- Suggestion from Kurt: Make YouTube channel for ChEGSO. Post symposium presentations on it. Could use it beyond symposium too.

#### First Year Reps- Paulina and Daniel Hayes:

- Sent out email with first year doc, forms to complete. Sent an invitation to GSO clubs.
- 17 students filled out the survey
  - 76.5% indicated a webEx chat would be helpful
  - Many students posed questions on COVID:
    - “Taking extended periods of time off-campus, up to a full semester: is it possible, could I still make progress towards my degree remotely?”
    - “Current status of ChemE department in general with COVID 19”
    - “The current status of Purdue with Covid-19”
    - “Online courses form; Load of the first year courses”
    - Number of classes to be taken in first semester if abroad
    - Notification of Intent, Visa, immigration questions
  - “Laptops. Are they exclusively for school related work? My personal computer is on its last legs, and I'm wondering if I should tough it out, or if I should start looking to repair/replace it.”

#### Social- Kurt:

- Cooking demonstration this week.
- End of June: logic puzzle.
- Incoming first years have registered for club events.

#### Student Advocacy- Aidan:

- Gained access to anonymous submission form.
- Discussion of two submissions.

#### President- Wei-Lee:

- Working on re-registration of GSO through SAO.