

# GradSWE @ UCLA Meeting Minutes

## 1. Meeting Information

Project Name:	Graduate Society of Women Engineers (GradSWE)	Meeting Date:	11/21/13
Meeting Location:	Bombshelter	Meeting Time:	5:00 pm
Meeting Called by:	Nancy T.	Meeting End:	6:30 pm
Meeting Notes prepared by:	Nancy T.	Meeting Notes Date:	11/21/13
<b>Next Meeting Date:</b>	<b>N/A</b>		

Attending	Not Attending
Nancy Tseng, graduate liaison	Kinshuk Raizada
Amy Lin, president	Bahar Fata
Gabriela Bran	
Mayuri Panse	

## 2. Meeting Summary

Item	Item No
Approvals	3
Panels, Life Lessons Series	4
GradSWE Creation	5
GradSWE Events Winter Quarter	6

## 3. Discussion Item: Approvals

Item No	Description	Motion/Second	Approval
1	N/A		

# GradSWE @ UCLA Meeting Minutes

## 4. Discussion Item: Panels, Life Lessons Series

Discussion			
<p>Mayuri is interested in starting panels geared towards discussing life lessons and personal issues. These panels will consist of 4-5 professionals and professors that hopefully have about 10 years of experience, each representing a major engineering field. There will hopefully be two sessions both with 4 - 5 panelists to cover all major engineering fields at UCLA.</p> <p>Panelist ideas:</p> <ul style="list-style-type: none"><li>-Currently working in their major field</li><li>-Left their major field</li><li>-Women professionals</li></ul> <p>Mayuri has talked with the UCLA Career Center and received no response. She also talked with the Alumni Center and is receiving some help.</p>			
Decision			
<p>Mayuri will work with eGSA and SWE to get panelists, prepare the event, and advertise. eGSA is likely to co-sponsor at least \$500 this academic year and may co-sponsor \$500 per quarter. SWE will also help with refreshments and food.</p> <p>Through Amy, SWE will help get professionals to be on the panels.</p> <p>The first panel will be held Winter quarter Week 6 or 7.</p>			
Action	Action Item	Responsibility	Due
1	Send a blurb, list of panelists, etc.	Mayuri	ASAP
2	Contact sponsors and SWE LA to determine whether they are interested in being a panel	Amy	Winter
3	Book room	Mayuri	Winter Week 1

## 5. Discussion Item: GradSWE Creation

Discussion
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# GradSWE @ UCLA Meeting Minutes

Gabriela contacted Nancy during the SWE Grad Night and discussed creating a graduate group for women engineers. The easiest way is to become a committee of the current SWE, which is mostly made up of undergraduates.

It is possible to become a graduate portion of SWE. Since GradSWE is currently small, only 1 official position on the current SWE board will be made and 1 official e-mail created. However, the person fulfilling the position at SWE board meetings can rotate depending on the schedules of the grad students. More than 1 grad student can attend board meetings.

SWE will help fund GradSWE events, such as parking for guests. There are refreshments, napkins, utensils, etc. in the SWE room. Nancy has the key. SWE may also help fund registration and drivers to SWE14 in LA next year (talk with future president of SWE)

GradSWE will help with activities held by the current SWE, especially mentoring, outreach, and getting sponsorship. In GradSWEs created at other universities, they have been successful in getting funds from SWE sponsors by including an additional section discussing GradSWE.

Current SWE Outreach activities:

1. Lab tours - tour engineering labs around UCLA
2. Girl Scout Badge Day - conduct activities for girl scouts and others related to engineering
3. Overnight Stay - high school students stay over in the dorms to experience college life
4. Middle school outreach

Mentoring events:

1. Alumni dinner

## Decision

Amy

- Contact SWE LA to help setup GradSWE
- Contact webmaster to create 1 GradSWE page
- Create 1 e-mail for GradSWE
- Send SWE roster to Gaby & Nancy

Gaby

- Discuss with adviser on how to receive funding from grad department or just MechE department; where to receive support
- Create survey to send to grad students

# GradSWE @ UCLA Meeting Minutes

Nancy

- Contact AWiSE to partner with them on future professional women's events.
- Contact seasnet to create account for GradSWE; will be able to contact graduate women engineers
- Create Facebook page
- Create GradSWE logo
- Create GradSWE positions for future members
- Talk with future SWE president about SWE14

Action	Action Item	Responsibility	Due
1	See above		

## 6. Discussion Item: GradSWE Events Winter Quarter

### Discussion

Week 2 - Mentoring event "Grad Night"?

Week 3 - Kickoff Meeting with ice breaker, food, and presentation about GradSWE; survey students on what they want (can have people post ideas with post-it notes)

Week 6 or 7 - Life Lessons Panel

Week 8 - Tea Time

Throughout - Free Yoga, attend undergraduate activities

Future events

-Life Lessons Panel geared towards women engineers

-Tea Time

-Wine & Cheese

-Brown bag lunches

-Social

-Outdoor events

-Send out an invitation (card/e-mail) to incoming students to join GradSWE

### Decision

Action	Action Item	Responsibility	Due
1	See above		