

# GradSWE @ UCLA Meeting Minutes

## 1. Meeting Information

Project Name:	Graduate Society of Women Engineers (GradSWE)	Meeting Date:	12/10/13
Meeting Location:	eGSA Lounge	Meeting Time:	10:00 am
Meeting Called by:	Nancy T.	Meeting End:	11:30 am
Meeting Notes prepared by:	Nancy T.	Meeting Notes Date:	12/11/13
<b>Next Meeting Date:</b>	<b>Winter Quarter (Fill Out Doodle)</b>		

Attending	Not Attending
Nancy Tseng, graduate director	Stephanie Delgado
Bahar Fata	
Gabriela Bran	
Kristine Mayle	
Michelle Myers	

## 2. Meeting Summary

Item	Item No
Approvals	3
Previous Meeting Minutes	4
GradSWE Survey Summary & Winter Quarter Events	5
Positions	6

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## 3. Discussion Item: Approvals

Item No	Description	Motion/Second	Approval
1	N/A		

## 4. Discussion Item: Previous Meeting Minutes

Discussion			
Discussed previous meeting minutes, funding allocation, formation of GradSWE			
Other funding opportunities - ask departments whether they can help fund GradSWE events (Gaby's advisor in MAE says this is possible). This money would be allocated towards food and panelists.			
Outreach activities can also include one-on-one mentoring with industry.			
Decision			
N/A			
Action	Action Item	Responsibility	Due
N/A			

## 5. Discussion Item: GradSWE Survey Summary & Winter Quarter Events

Discussion			
eGSA and departments sent an e-mail to all graduate students advertising GradSWE with a survey linked in it. GradSWE's Facebook page had 26 "likes" as of the meeting and 33 "likes" on 12/11/13. There were 25 responses to the GradSWE survey (25 Women, 0 Men): Number in parenthesis indicates number of responses for the category			
-Fit Zone classes (15) —> Must create small workout groups			
-Wine & Cheese socials (15) —> Must determine whether wine is allowed on campus			

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-Panel discussion academia/industry (13; most interested in industry) —> Mentoring with industry, industry site/university site visits? Need to have companies interested in Master's and PhD students

-At UCSD, one of the post-docs did industry site visiting event tours and was very successful. Companies may also provide funding to go to their site, such as lunch, so GradSWE would only need to reimburse travel costs.

-Tea time breaks (13) —> Can have a video playing and discuss afterwards, have a discussion topic, have a SWE Webinar playing

-Mentoring K-12, undergraduate (8) —> go with SWE-UCLA, DIY Girls Open Lab, Grad Application Workshops (similar to eGSA NSF workshops); Intel's website has ideas on mentoring; do interesting engineering activity at a high school (once per quarter)

-Hiking or outings

-Networking with industry/academia — Evening With Industry event?

-Collaborating with other non-engineering organizations —> Next year's goal

## Decision

Winter Quarter 2014:

1 - Planning week!!

2 - Kick-off social (Wednesday, Jan. 15)

3 - SWE Grad Night (Undergrad Mentoring) - work with Maayan

4 - Hiking event?

5 - SWE Webinar Tea Time?

6 - Wine & Cheese social?

7 - Life Lessons panel (with eGSA)

8 - AWiSE event (Feb 24th) - Getting down to business (will include someone from a start-up, consulting, sales/marketing and a venture capitalist)

9 - eGSA Winter Social (open house for likely incoming grad students; can possibly advertise GradSWE in department meetings; March 7th) & AWiSE event (March 3rd; Outreach in Science (someone from a health care non-profit, a private foundation, science teaching, and science writing/journal editing)

10 - Healthy snack bags for studying

Finals - Nothing

-Each quarter, GradSWE should hold ONE big social.

-Every other week can be designated for smaller tea time/wine&cheese/discussion events with general members.

-Wine & Cheese events - if possible, focus on serious issues since there's wine involved

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Action	Action Item	Responsibility	Due
1	Must determine what to do for Weeks 4, 5, 6	All	1/6/13
2	Determine regulations for wine on campus	Kristine	1/6/13
3	Book room for Kick-off	Gaby	ASAP
4	Contact EWI Chair and president about company info sessions and networking opportunities for grad students	Nancy	ASAP
5	Make powerpoint for Kick-off and send to others to add content	Nancy	1/6/13

## 6. Discussion Item: Positions

Discussion			
<p>GradSWE Positions were discussed:  <a href="https://docs.google.com/document/d/1S4JTWA5M_w66utg1ugb0vmcyMiYj_WveeHfjutyab9I/edit">https://docs.google.com/document/d/1S4JTWA5M_w66utg1ugb0vmcyMiYj_WveeHfjutyab9I/edit</a></p> <p>Positions would be needed so that the workload is split evenly and GradSWE can be successful!</p>			
Decision			
N/A			
Action	Action Item	Responsibility	Due
1	Determine whether or not to take on a position	All	1/6/13

## 7. Discussion Item: Social Media

Discussion			
<p>Facebook, Twitter, Google+ have been created  SWE-UCLA website will have a section for GradSWE after finals. This website can only be updated through SWE Webmaster.</p>			
Decision			

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GradSWE should have it's own website to post up photos, events (Google calendar that can automatically link to other people's calendar), about us, meeting minutes, contact/positions, etc. This is important so that SWE sponsors can see that GradSWE is active and will more likely fund GradSWE events.

The website should be ready by Kick-off social.

GradSWE's mission should include a note about men being welcome to join.

Action	Action Item	Responsibility	Due
1	Provide head shots	All	1/6/13
2	Find someone who can make a website	Michelle	1/6/13
3	If no one can be found, use Word press or other websites	N/A	1/6/13
4	Think about GradSWE's mission statement	All	1/6/13