

# GradSWE @ UCLA Meeting Minutes

## 1. Meeting Information

Project Name:	Graduate Society of Women Engineers (GradSWE)	Meeting Date:	01/10/14
Meeting Location:	eGSA Lounge	Meeting Time:	1:10 pm
Meeting Called by:	Nancy T.	Meeting End:	2:00 pm
Meeting Notes prepared by:	Nancy T.	Meeting Notes Date:	01/10/14
<b>Next Meeting Date:</b>	<b>Friday, Jan. 24, 1 - 2 pm</b>		

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

## 2. Meeting Summary

Item	Item No
Approvals	3
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## 3. Discussion Item: Approvals

Item No	Description	Motion/Second	Approval
1	N/A		

## 4. Discussion Item: Mission Statement

Discussion			
GradSWE does not yet have an official mission statement and has made a variation based on the current SWE-UCLA mission statement focused on graduate students.			
Decision			
Everyone present agrees with the current mission statement.			
Action	Action Item	Responsibility	Due
N/A			

## 5. Discussion Item: Positions

Discussion			
List of positions: <a href="https://docs.google.com/document/d/1S4JTWa5M_w66utg1ugb0vmcyMiYj_WveeHfjutyab9I/edit">https://docs.google.com/document/d/1S4JTWa5M_w66utg1ugb0vmcyMiYj_WveeHfjutyab9I/edit</a>			
Current interested members do not know which position to sign up for and are still thinking about it.			
Decision			
At the general meeting, the various positions should be split into “primary” (aka. the ones that are needed most to have the organization run smoothly) and “others” (aka. miscellaneous positions). However, the positions should be advertised as whatever people are interested in doing most.			
The position slide in the powerpoint should also have one sentence or two describing what each position does			
Action	Action Item	Responsibility	Due

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1	Provide descriptions (short!) in the powerpoint for positions	Gaby	1/14/13
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## 6. Discussion Item: GradSWE Website

Discussion			
GradSWE website was created by Michelle. It looks great! <a href="http://gradswe.seas.ucla.edu">http://gradswe.seas.ucla.edu</a>			
Decision			
The website is missing a "sign up for mailing list" link. <a href="http://lists.ucla.edu/cgi-bin/mailman/listinfo/gradsweucla">http://lists.ucla.edu/cgi-bin/mailman/listinfo/gradsweucla</a>			
Action	Action Item	Responsibility	Due
1	Add mailing list link	Michelle	1/24/14

## 7. Discussion Item: General Meeting

Discussion			
GradSWE's first general meeting is next week Wednesday from 6 - 7 pm at 38-138 Eng IV. Setup will occur at 5:30pm, clean up will happen until 7:30 pm.			
Decision			
<p>-RSVP form - Gaby will create</p> <p>-Flyers - Bahar will create and send out an e-mail by Monday so that each person can print out their own flyers. To flyer, just ask the office next to the board whether you can put the flyer up or not and describe the event. Usually, it is not a problem to put up a flyer.</p> <p style="padding-left: 40px;">Nancy/Michelle - Put flyers around Boelter Hall on Monday</p> <p style="padding-left: 40px;">Stephanie - Put flyers around Eng V on Monday</p> <p style="padding-left: 40px;">Gaby - Put flyers around Eng IV on Monday</p> <p style="padding-left: 40px;">Flyer needs to have date, time, location, GradSWE symbol, event name</p> <p>-Food - Native Foods. If any member has any specific food choice, e-mail Nancy by Monday afternoon. Nancy will place food order to be ready for pick-up by 5:00 pm. Gaby will pick up food order with Bahar's parking permit.</p>			

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-Powerpoint slide - uploaded powerpoint slides to Google Doc and they are now in Google Doc format. All members can edit the powerpoint on Google Doc.

-Gaby:

-Describe positions

-Outdoor Activities (put hiking dates; photo)

-Nancy: reformat changes that Google Doc made to the powerpoint

-Update some of the slides and make final draft

-Contact information: it's in the Google Drive!

Action	Action Item	Responsibility	Due
1	See above	All	1/15/14

## 8. Discussion Item: Events

### Discussion

Week 5 & 6 are events can still be changed to something else, but will be kept the same for the general meeting.

FitZone classes may now be checking whether attendees are faculty and staff.

Outreach - grad-undergrad social night on Tues, Jan. 28 from 7 - 8 pm right after the SWE general meeting. Dinner/dessert will be served. Bahar can make it. Others are still deciding.

### Decision

FitZone classes will now be changed to hiking once a month, led by Gaby. Gaby will choose dates that work for her and will update the general meeting powerpoint slide with this information. In addition, Gaby will look into events led by Dashew Center.

Outreach - need to make sign-up/RSVP form for eGSA e-mail; other committee members let Nancy know if they are interested in participating.

Action	Action Item	Responsibility	Due
1	FitZone —> hiking or Dashew Center	Gaby	1/15/14
2	Outreach	Nancy/others	1/13/14