

# GradSWE @ UCLA Meeting Minutes

## 1. Meeting Information

Project Name:	Graduate Society of Women Engineers (GradSWE)	Meeting Date:	01/24/14
Meeting Location:	eGSA Lounge	Meeting Time:	1:10 pm
Meeting Called by:	Nancy T.	Meeting End:	1:48 pm
Meeting Notes prepared by:	Nancy T.	Meeting Notes Date:	1/24/14
<b>Next Meeting Date:</b>	<b>Friday, Feb. 7, 1 - 2 pm</b>		

<b>Attending</b>	<b>Not Attending</b>
Nancy Tseng, graduate director	Kristine Mayle, commission member
Gabriela Bran, vice graduate director	Bahar Fata, commission member
Michelle Myers, publicity chair	Amy Wang, social chair
Stephanie Delgado, commission member	Tina Phan, commission member
Najva Akbari, membership chair	Amy Zimmer-Faust, commission member

## 2. Meeting Summary

<b>Item</b>	<b>Item No</b>
Approvals	3
GradSWE Committee Members	4
GradSWE Committee Email	5
Responses from General Meeting	6
GradSWE Website/Facebook	7
EWI Volunteering	8
SWE Webinar Showing	9

# GradSWE @ UCLA Meeting Minutes

Item	Item No
Wine & Cheese Social/World Cafe	10
Life Lessons Panel	11
Future Company Site Tours	12

## 3. Discussion Item: Approvals

Item No	Description	Motion/Second	Approval
1	N/A		

## 4. Discussion Item: GradSWE Committee Members

Discussion			
<p>There are two new GradSWE Committee members and two new Commission members.</p> <p>Najva - Membership chair Amy Wang - Social chair</p> <p>Commission members: Tina Phan Amy Zimmer-Faust</p>			
Decision			
<p>Najva will ensure all members' needs are taken into account, will increase membership, and will keep track of all members. Currently, the membership list is only on the mailing list (access info is in the Google Drive under Admin folder). Najva will make sure that all committee members are on the mailing list.</p> <p>Amy W. will meet with Nancy one-on-one since she cannot meet during committee time.</p>			
Action	Action Item	Responsibility	Due
1	Ensure that all committee members are on the mailing list, keep track of all members, and increase membership	Najva	2/7/14

# GradSWE @ UCLA Meeting Minutes

## 5. Discussion Item: GradSWE Committee Email

Discussion			
Nancy contacted SEASnet to setup a group e-mail account for GradSWE. However, the instructions were very confusing.			
Decision			
Everyone agrees to create a Google Group. Nancy has also e-mailed SWE secretary to help with figuring out the e-mail account before creating the Google Group			
Action	Action Item	Responsibility	Due
1	Figure out SEASnet e-mail account. Otherwise use Google Groups	Nancy	ASAP

## 6. Discussion Item: Responses from General Meeting

Discussion			
GradSWE held their first general meeting last week Wednesday night and had a great turn out. In addition, Professor Lavine, Bill Goodin, and a few members from SWE-UCLA came out to support us. 23 people signed-in and also most wanted to be added to the mailing list. In general, the response was positive and everyone approved of all the events we want to hold.			
Decision			
<p>A few suggestions were made during the meeting:</p> <ol style="list-style-type: none"><li>1. Have an ice breaker or social activity after the presentation is over so it's not awkward at the end and people can get to know each other easier.</li><li>2. Advertisement can be improved, especially the flyers.<ol style="list-style-type: none"><li>2.1. Instead of having a large GradSWE logo, have near the bottom of the flyer "sponsored by GradSWE" (not very large letters)</li><li>2.2. Have on the flyer that "everyone is welcome"</li></ol></li><li>3. Future panels<ol style="list-style-type: none"><li>3.1. Panel with grad students that have just graduated or are about to graduate to help the incoming students</li><li>3.2. Panel about motherhood during graduate school</li></ol></li></ol>			
Action	Action Item	Responsibility	Due
1	Note down these suggestions and panels in google documents for future reference	Nancy	2/7/14

# GradSWE @ UCLA Meeting Minutes

## 7. Discussion Item: GradSWE Website/Facebook

Discussion			
GradSWE website was created by Michelle. <a href="http://gradswe.seas.ucla.edu">http://gradswe.seas.ucla.edu</a>			
Decision			
The new SWE-UCLA website has upcoming events on their home page. GradSWE will imitate this and move the "About Us & Mission Statement" on the home page to the "Contact" section			
Gaby will post videos about women in STEM on Facebook			
Action	Action Item	Responsibility	Due
1	Change home page to upcoming events	Michelle	2/7/14
2	Post videos on Facebook	Gaby	2/7/14

## 8. Discussion Item: EWI Volunteering

Discussion			
SWE-UCLA is holding their yearly Evening With Industry event and have realized that they need more people to help with setup on the day of the event. There will be at least 300 people attending in Sproul Palisades.			
Decision			
If willing to volunteer, fill out the doodle: <a href="http://doodle.com/6w4qmf8gsbv33s4c">http://doodle.com/6w4qmf8gsbv33s4c</a>			
Action	Action Item	Responsibility	Due
1	See above	All	1/26/14

## 9. Discussion Item: SWE Webinar Showing

Discussion			
Nancy will be holding a SWE Webinar showing on Wed., Feb 5 from 12-1pm in Boelter 4275. She needs at least one person to help with setup (11:30am - 12pm) and cleanup (1-1:30 pm).			
Decision			

# GradSWE @ UCLA Meeting Minutes

Stephanie will help setup. Michelle will help cleanup.			
Action	Action Item	Responsibility	Due
1	Order Noah's Bagel with 25% off coupon!	Nancy	2/1/14
2	Advertise event	Nancy	1/27/14
3	Help with setup/cleanup	Stephanie/ Michelle	2/5/14

## 10. Discussion Item: Wine & Cheese Social/World Cafe

Discussion			
<p>Gaby is leading the organization of the Wine and Cheese social. She has determined that alcohol cannot be served in Engineering buildings.</p> <p>World Cafe is put on by the Dashew International Center. eGSA will most likely be holding a World Cafe next quarter. Stephanie and Najva will help with making Cuban and Persian coffee, respectively.</p>			
Decision			
<p>GradSWE should not try to get away with serving alcohol in Engineering buildings since it is still a new organization. Gaby will try to book a room in Weyburn, where they have served alcohol before, and the event can be advertised to all grad students living there as well (only if needed).</p>			
Action	Action Item	Responsibility	Due
1	Book room at Weyburn	Gaby	2/7/14

## 11. Discussion Item: Life Lessons Panel

Discussion			
------------	--	--	--

# GradSWE @ UCLA Meeting Minutes

Life Lessons Panel was an idea created by another engineering graduate student, Mayuri Panse, who is also part of the Graduate Resource Center. She has had difficulty in forming the panel and organizing it through GRC and came to talk with eGSA for help. There are many organizations involved, but currently, only SWE and GRC have actively participated and have actually found panelists. All other organizations, including Career Center and Alumni Center, have already pinged their panelists or alumni to come to their events and have a limited set of people to ask for Life Lessons.

## Decision

Everyone present will ask whether their advisers (or if their adviser knows someone) can attend the Life Lessons Panel.

Action	Action Item	Responsibility	Due
1	Send out Life Lessons blurb to group	Nancy	1/27/14
2	Ask advisers if they can be a panelist	All	ASAP

## 12. Discussion Item: Future Company Site Tours

### Discussion

Nancy attended the STEM Graduate Networking event held by the Career Center and was able to talk with Sandia National Labs, Southern California Edison, and LADWP. They all agreed to have company site tours for GradSWE and other engineering grad students. These site tours are limited to those that pass security clearance and are US citizens.

Sandia National Labs - in Albuquerque, NM (11 hr drive or 2 hr flight) but they were really excited to hold company site tours for engineering graduate students.

LADWP - information to find out how to do a company site tour is on their website but it's really confusing to find —> give up on this site tour

Southern California Edison - really excited to have company site tours for Electrical Engineering students, especially those that can help with Smart Grid application. They want a brochure.

(Side Company) JPL has company site tours on their website — book ASAP!

### Decision

# GradSWE @ UCLA Meeting Minutes

Sandia National Labs - ask if GradSWE can tour Livermore National Labs instead of Sandia since it will be cheaper and GradSWE/eGSA can cover half the flight expense. In addition, students can fly there in the morning and fly back at night, so hotel cost is not an issue.

Gaby will create a brochure draft and e-mail the group by Monday. She is also meeting with Matthew, who can advertise GradSWE on the engineering website. This will also appear on the TV panels around the school, so GradSWE will have a lot of publicity!

Action	Action Item	Responsibility	Due
1	Add info on site tours to Event ideas google document	Nancy	1/27/14
2	Keep in contact with companies	Nancy	—
3	Make a brochure for GradSWE	Gaby	1/27/14
4	Officers can attend meeting with Matthew on Wed, 3 pm Eng IV(?); Let Gaby know	All	1/29/14
5	Book JPL Site tours for 30 people	Nancy	ASAP