

# GradSWE @ UCLA Meeting Minutes

## 1. Meeting Information

Project Name:	Graduate Society of Women Engineers (GradSWE)	Meeting Date:	03/07/2014
Meeting Location:	eGSA Lounge	Meeting Time:	1:00 PM
Meeting Called by:	Nancy T.	Meeting End:	2:06 PM
Meeting Notes prepared by:	Nancy T.	Meeting Notes Date:	03/08/14
<b>Next Meeting Date:</b>	<b>TBD</b>		

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

## 2. Meeting Summary

Item	Item No
Approvals	3
Publicity	4
EmpowHER Day	5
Next Quarter Events	6
Future Company Site Tours	7
Committee Treat	8

# GradSWE @ UCLA Meeting Minutes

## 3. Discussion Item: Approvals

Item No	Description	Motion/Second	Approval
1	N/A		

## 4. Discussion Item: Publicity

Discussion			
<ul style="list-style-type: none"><li>• SWE-UCLA Blog: SWE-UCLA maintains a blog which chronicles all the events that have occurred. This allows SWE-UCLA to get points in a competition amongst SWE Region B schools.</li><li>• Matthew? - Gaby gave pictures; he's working on it</li><li>• GradSWE shirts - have been ordered from Gorilla Marketing. Ordered 75 total shirts (5 YL, 35 S, 15 M, 10 L). Some shirts will be given to company reps at</li><li>• QR Glitches - just google QR code to make</li><li>• eGSA Social today - come stop by for free food and drinks!</li></ul>			
Decision			
<p>SWE-UCLA blog:</p> <ul style="list-style-type: none"><li>-Wine &amp; Cheese Social - Gaby</li><li>-Life Lessons Panel - Najva</li></ul> <p>Nancy - put Life Lessons pics (only 3; more coming soon) onto Google Drive for Gaby to send to Matthew and Michelle to put on the website</p> <p>Website - corrections to make:</p> <ul style="list-style-type: none"><li>• Description for outreach section - Nancy</li><li>• Najva &amp; Steph headshots (Michelle will just add place holders for now)</li><li>• When more events are posted for pictures, have "folders" for each event.</li></ul>			
Action	Action Item	Responsibility	Due
1	Write SWE-UCLA Blog	Gaby/Najva	3/13/14
2	Life Lessons photos on Google Drive	Nancy	3/10/14
3	Website corrections	Michelle	3/10/14

## 5. Discussion Item: EmpowHER Day

# GradSWE @ UCLA Meeting Minutes

## Discussion

AWiSE is holding an EmpowHER STEM Day on Tues, May 27, where 40 middle school girls from around Los Angeles will come to UCLA and learn about science & engineering. GradSWE will be given the Engineering table and will probably need to come up with activities. AWiSE may also need help in other areas as well but more details are still to come.

E-mail sent by AWiSE: For our first EMPOWHER STEM DAY this Spring, we plan to bring approximately sixty middle school girls to UCLA, where they will be involved in hands-on activities run by graduate students from different science programs. We hope that exposing these girls to different STEM fields will get them excited about science!

## Decision

- **Stomp Rockets (BEAM)! - Yes; Perry has said we can use BEAM's equipment**
- **Cat Poop (Jenny Jay)! - Yes; wastewater treatment process; water drought; water video; need at least 50 cat poops**
- Cabbage/pH (Jenny Jay)! - No
- Rotating seesaw - No
- **Boat competition - Yes; beans or something that we can count easily**
- Earthquake simulation - No
- Build a bridge - No
- Vacuum tube; gravity & drag - No
- No - [http://www.teachengineering.org/view\\_activity.php?url=collection/cub\\_/activities/cub\\_mechanics/cub\\_mechanics\\_lesson01\\_activity2.xml](http://www.teachengineering.org/view_activity.php?url=collection/cub_/activities/cub_mechanics/cub_mechanics_lesson01_activity2.xml)
- <http://beam.ucla.edu/node/13>

AWiSE will meet on April 1 from 11:30 - 12:30. Nancy can only make it a little after noon so another committee member would be preferred to attend the meeting

Action	Action Item	Responsibility	Due
1	Meet with AWiSE to go over the top 3 choices and narrow down which demonstration will focus on	Nancy or other officer	4/1/14

## 6. Discussion Item: SWE Next Quarter Events

### Discussion

# GradSWE @ UCLA Meeting Minutes

- A. Week 1: Najva not here this week
  - 1. GradSWE General Meeting (38-138 Eng IV Wed, April 2)
  - 2. DIY Girls Open Lab (Sat, April 5 - 1:30-4:30 PM - Pacoima Library)
    - a) Gaby and Michelle - Maybe
- B. Week 3: Gaby gone (April 12-28)
  - 1. April 15 - SWE Spring General Meeting / Undergrad Mentoring
    - a) Having a social is better than trying to pair up undergrads with grad students. There will always be trouble with mentees
  - 2. April 16 - Alaina Levine schedule
    - a) 8:00am – 9:00am: Breakfast
    - b) 9:30am – 10:30am: Workshop 1 – Developing Your 30 Second Value Statement
    - c) 11:00am – 12:00pm: Change Workshop 2 from Identifying and Seizing Value from Conference Participation → network yourself to a great career
    - d) 12:00pm – 1:00: Lunch
    - e) 1:30pm – 6:00pm: 1 on 1 career consultation for postdoctoral scholars (30 minute appointments)
    - f) 6:30 – 8:00pm: Dinner - AWiSE & GradSWE committee members only (have until March 11 to change to lunch)
      - (1) Networking
      - (2) Self-promotion in the workplace
      - (3) Self-promotion for scientists\*
- C. Week 6: Gaby will have hiking event on Saturday, May 10
- D. Week 7:
  - 1. May 15 (Wine & Cheese) — Can't book the room until next quarter starts
- E. Week 8: May 21 - GradSWE Life Lessons (Nancy not here so Gaby will take over on the day of)
  - 1. Food: can order subway if need to be cheap. Subway is preferred over pizza.
  - 2. Possible panelists to invite:
    - a) Gaby's adviser's wife
    - b) Blonde lady in EE or CS?? - Najva will invite if we cannot find anyone else approx. next month.

## Decision

Send out Doodle to meet before general meeting.

Action	Action Item	Responsibility	Due
1	Schedule meeting before general meeting	Nancy	ASAP
2	Ask panelists for Life Lessons	Gaby	3/2014

# GradSWE @ UCLA Meeting Minutes

## 7. Discussion Item: Future Company Site Tours

Discussion			
Nancy is still continuing to handle the company site tour list. A. Chevron - refinery tour! This is where a lot of undergrads would work but MS and PhD would work more at a research center. Chevron has agreed to send a bus to UCLA B. General Atomics C. Medtronic D. Geosyntec - Info session / EWI			
Decision			
Gaby & Najva interested in Sandia tour.			
Action	Action Item	Responsibility	Due
1	N/A		

## 8. Discussion Item: Committee Treat

Discussion			
GradSWE Committee is allowed to treat themselves up to \$10 per person.			
Decision			
Have dinner with eGSA officers at Ramaayani in Westwood on Thursday, March 13 from 7:30 - 9:00 pm			
Action	Action Item	Responsibility	Due
1	Go to dinner!	All	3/13/14