

# GradSWE @ UCLA Meeting Minutes

## 1. Meeting Information

Project Name:	Graduate Society of Women Engineers (GradSWE)	Meeting Date:	10/13/2014
Meeting Location:	eGSA Lounge	Meeting Time:	11:00 AM
Meeting Called by:	Nancy T.	Meeting End:	12:00 PM
Meeting Notes prepared by:	Shu Z.	Meeting Notes Date:	10/17/14
<b>Next Meeting Date:</b>	<b>Wednesday, October 27th from 11 - 12 AM</b>		

Attending	Not Attending
Nancy Tseng, graduate director	Michelle Myers, publicity chair
Joyce Meng, networking co-chair & historian co-chair	Stephanie Delgado, networking chair
Najva Akbari, membership chair	Shu Zhang, secretary
Gabriela Bran, vice graduate director	Valerie Runge, historian

## 2. Meeting Summary

Item	Item No
Publicity	3
GradSWE General Meeting	4
Sandia National Laboratory Tour	5
Grad Application Workshop	6

## 3. Discussion Item: Publicity

Discussion

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Nancy will post the information about the GradSWEshirts, other committees spread to the public, such as facebook, twitter etc.

Get your own GradSWE T-shirt!!!

Design: <http://tiny.cc/GradSWETshirt>

\$10 for National SWE Members

\$12 for Others

Sizes Available: Youth XL, Adult S/M/L

E-mail [graduate.swe.ucla@gmail.com](mailto:graduate.swe.ucla@gmail.com) for more info!

\*Must be able to pick up t-shirts at UCLA.

## Decision

Add the AD to weekly email.

Action	Action Item	Responsibility	Due
1			

## 4. Discussion Item: GradSWE General Meeting

### Discussion

-Gaby has meeting from 4 - 6 pm; will be late; pick up small pumpkins (~\$1 ea) and carving tools, plates

-will give carving tools/small pumpkins to Kelly on day of general meeting

-Najva can be there early but has to leave early too; 5:30 pm give Mr. Noodle her number;

-Joyce - can go to the SWE office to get everything; Joyce can bring her computer for sign in

-pumpkins

-napkins

-utensils

-plates

-cups

-sodas

-water

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-Nancy - template sign in sheet; will be around maybe 6:30 PM

## Decision

Action	Action Item	Responsibility	Due
1	Preparation for the meeting	Joyce & Shu	10/15/14
2	Sign in template	Nancy	10/15/14
3	Presentation	Stephanie & Valerie	10/15/14
2	Bring Pumpkins	Kelly & Gaby	10/15/14

## 5. Discussion Item: Sandia National Laboratory Tour

### Discussion

Sandia National Laboratories is operated and managed by Sandia Corporation, a wholly owned subsidiary of Lockheed Martin Corporation. It is a contractor for the U.S. Department of Energy's National Nuclear Security Administration (NNSA) and supports numerous federal, state, and local government agencies, companies, and organizations. Sandia's research is at the forefront of innovation and has significant potential impact. It focuses mainly on nuclear weapons, defense systems & assessments, energy & climate, and international/homeland/nuclear security. Join GradSWE on this unique opportunity to tour the Livermore Campus of Sandia National Laboratories on Veteran's Day Holiday (Monday, November 10 - Tuesday November 11).

A downpayment of \$11.54 will be used to hold your spot. The total cost of the tour is estimated to be about \$50 and covers:

-Gaby will ask mom about Marriott hotel (5 people need hotel room; maybe get a suite???)

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-Dinner on Monday night?

-leave at 2:30 PM on Monday

-Nancy/Emanuel & Gaby/Kevin will have own rooms OR (if possible) get a suite with 2 separate rooms and 1 shared bathroom

When: Monday, November 10 - Tuesday, November 11 (departing from Eng IV)  
Where: Livermore, CA

Eventbrite Link:

<https://www.eventbrite.com/e/sandia-national-laboratories-tour-tickets-12715300807>

Could combine a Hiking tour with Sandia tour in Livermore.

Gaby provided a cheaper carpool option: 84 dollars per day for 8 people.

The Sandia tour's maximum people is 20.

Decision

N/A

Action	Action Item	Responsibility	Due
1	Mariott hotel reservation (5 people need hotel room; maybe get a suite)	Gaby	11/1/14

## 6. Grad Application Workshop

Discussion

The grad application workshop: guiding undergraduates to apply for the grad school

(5 - 6 PM in Boelter Hall 5800, right behind Seas Cafe)

This workshop will be offered only for the fall quarter.

Gaby & Najva can read essays but not attend workshops

-Other committee members - let Nancy know if you can read essays or attend workshop (every Tues. 5 - 6 pm in ESUC lounge)

Schedule:

October 14 Today! General Overview

Homework: Have a document/excel & calendar with all deadlines,

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requirements, and essay statements

October 21 More about essays & letters of recommendation

Homework: Outline your essays, find letters of recommendation & contact them, start filling out applications

October 28 Proofread essays

Homework: Draft of your essays, draft of letters of recommendation if needed

November 4 Proofread essays

Homework: Re-write essays, re-write letters of recommendation if needed

November 11 (No Workshop; Veteran's Day)

November 18 Proofread essays

Homework: Submit your application before deadline!!! Make sure you have everything!!

Decision

N/A

Action	Action Item	Responsibility	Due
1	Confirm whether can attend or proofread essays	All	10/21/14
2	Attend some of the workshop	All	10/20/14