

# GradSWE @ UCLA Meeting Minutes

## 1. Meeting Information

Project Name:	Graduate Society of Women Engineers (GradSWE)	Meeting Date:	11/17/2014
Meeting Location:	BH 4275	Meeting Time:	11:00 AM
Meeting Called by:	Nancy T.	Meeting End:	12:00 PM
Meeting Notes prepared by:	Shu Z.	Meeting Notes Date:	11/17/2014
<b>Next Meeting Date:</b>	<b>Monday, December 1<sup>st</sup> from 11 - 12 AM</b>		

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

## 2. Meeting Summary

Item	Item No
Publicity	3
Wine & Cheese Social	4
Chemistry Dept Group	5

## 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: Wine & Cheese Social

### Discussion

Wine & Cheese Social (11/20, 6 - 8 PM) — aim for 100 people

#### What we have now:

Shu and Nancy got the food from Costco (about \$100).

6 Bota Boxes

European Cookies (big tin) from CostCo

1 Holiday Treasures

#### What we need:

Stephanie - BevMo. 4 more Bota boxes (white wine) & 5 sparkling ciders

Make sure to keep receipts and fill out reimbursement "BASIC" form (see previous e-mail)!

Penthouse-put some tables outside and arrange food indoors; setup a way for people to go out for wine

Facility people may have the light

Need extension cord and find the tall lamps

Gaby will ask around to borrow the lamps.

UCLA apartment's office may have the lamps, Nancy will ask.

Shu - send the email to decide the time shift. Nancy will give Shu the penthouse key.

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Need sign in sheet (electronic version). Borrow library laptop for people to sign in.  
6 pm to set up

Need people to check ID and mark- Valerie will do it.  
Next social we need volunteer to help  
Holyday treasure is the awesome idea!!

Decision

N/A

Action	Action Item	Responsibility	Due
1	Find more lamps	All	11/20/14
2	Purchase wine and sparkling ciders	Stephanie	11/20/14
3	Give the key, banner, laptop to Shu before setup	Nancy	11/20/14
4	Check ID	Valerie	11/20/14

## 5. Discussion Item: California Science Center Tour

Discussion

Next quarter we can have a tour to visit California Science Center (Gaby keep contact the Perry Roth-Johnson person)  
Gaby will pick up the day to arrange the tour.

May have the Hiking tour on Week 9 & 10

Decision

N/A

Action	Action Item	Responsibility	Due
1	Contact Perry to settle down the tour date	Gaby	11/30/14