

# GradSWE @ UCLA Meeting Minutes

## 1. Meeting Information

Project Name:	Graduate Society of Women Engineers (GradSWE)	Meeting Date:	12/1/2014
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:	TBD/2015
<b>Next Meeting Date:</b>	<b>TBD</b>		

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

## 2. Meeting Summary

Item	Item No
Publicity	3
Officer dinner	4
Past events	5
Events in the nest quarter	6

## 3. Discussion Item: Publicity

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Discussion			
<p>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: <a href="http://tiny.cc/GradSWETshirt">http://tiny.cc/GradSWETshirt</a></p> <p>\$10 for National SWE Members \$12 for Others</p> <p>Sizes Available: Youth XL, Adult S/M/L</p> <p>E-mail <a href="mailto:graduate.swe.ucla@gmail.com">graduate.swe.ucla@gmail.com</a> for more info! *Must be able to pick up t-shirts at UCLA.</p>			
Decision			
Add the AD to weekly email.			
Action	Action Item	Responsibility	Due
1			

## 4. Discussion Item: Officer Dinner

Discussion			
<p>Dec 9, 6 - 8 PM -let Nancy, Shu, or Joyce know if can come.</p>			
Decision			
N/A			
Action	Action Item	Responsibility	Due
1	Email Nancy if you can come.	All	12/9/14

## 5. Discussion Item: Past Events

Discussion			
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Hike Solstice Canyon  
Dec 6, 8 AM - 3 PM  
-eGSA will pay for gas, food  
-Lunch is not included

Wine & Cheese  
-Val needs to upload photos  
-Shu - sign in  
-Shorter shifts; need volunteers (2 people at each station)  
-light switch next to elevators for penthouse  
-music  
-make announcement ~15-30 min. in to wine & cheese social  
-board games (Steph has Taboo?)

Decision

N/A

Action	Action Item	Responsibility	Due
1	Valerie upload photos	Valerie	12/20/14
2	Shu upload sign in sheet	Shu	12/20/14

## 6. Discussion Item: Events in the Next Quarter

Discussion

Next quarter  
-Week 1 - committee meeting  
-Week 2 - Gen Meeting (date TBD)  
-Week 3  
-Week 4  
-Week 5 - Sat. Feb 7, Wow! That's Engineering  
-Week 6 - Panel?  
-Week 7 - Feb 19 Wine & Cheese Social  
-Week 8 - Panel?  
-Week 9  
-Week 10  
-Finals

Other

-hiking  
-Najva - optics outreach date??

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-Kelly - outreach events?  
 -Undergrad-Grad outreach  
 -contact other universities/groups to do social event or other event together;  
 Facebook group?  
 -Val will get a head start on contacting this quarter

-Nancy - send out Doodle for next quarter committee meetings

## CSC Tour

-Gaby will work with BEAM to set a date to have both groups go together

## Panel

-Feb 9-13 (Week 6) OR Feb 23-27 (Week 8)  
 -general Life Lessons with format of the second one ; 30 min panel (brief introduction; some basic questions; each panelists doesn't need to answer all questions) and then 1 hr tables  
 -How do you have family & career?  
 -Steph will send out advertisement blurb  
 -Ask Kristy

## Decision

N/A

Action	Action Item	Responsibility	Due
1	Outreach	Valerie, Kelly & Najva	12/20/14
2	Send out Doodle for next quarter committee meetings	Nancy	12/20/14
3	Contact BEAM to set a date to meet	Gaby	12/20/14
2	Life lesson AD blurb	Steph	12/20/14