

GradSWE @ UCLA Meeting Minutes

1. Meeting Information

| | | | |
|----------------------------|---|---------------------|----------|
| Project Name: | Graduate Society of Women Engineers (GradSWE) | Meeting Date: | 1/7/2015 |
| Meeting Location: | EGSA lounge | Meeting Time: | 12:00 PM |
| Meeting Called by: | Nancy T. | Meeting End: | 1:00 PM |
| Meeting Notes prepared by: | Shu Z. | Meeting Notes Date: | 1/8/2015 |
| Next Meeting Date: | TBD | | |

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

2. Meeting Summary

| Item | Item No |
|-----------------------|---------|
| Publicity | 3 |
| SWE regional meeting | 4 |
| Evening with Industry | 5 |
| Retreat SWE officers | 6 |

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| Item | Item No |
|-----------------------|---------|
| Life Lessons | 7 |
| Winter quarter events | 8 |

3. Discussion Item: Publicity

| 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: http://tiny.cc/GradSWETshirt</p> <p>\$10 for National SWE Members \$12 for Others</p> <p>Sizes Available: Youth XL, Adult S/M/L</p> <p>E-mail graduate.swe.ucla@gmail.com 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: SWE Regional Conference

| Discussion |
|---|
| <p>SWE Regional Conference Feb 27-March 1 Regional Conference is in San Luis Obispo. You can register here. I have attached the contract, please register and forward me your registration confirmation as well as your signed contract by 1/10 midnight. Half of the registration cost and the entire cost of transportation/lodging is covered by SWE. Early bird registration ends 12/31, so if you want the cheaper price, register quickly! The early bird is \$95 and standard is \$110. If you know for sure that you will not be attending, let me know so I know.</p> |

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If you have a car and can drive, you will be reimbursed \$.55/mile. If you don't have a car but are willing to drive, let me know and I can rent a car from the school. We will be staying at the hotel the conference is taking place in for the weekend.

Decision

N/A

| Action | Action Item | Responsibility | Due |
|--------|------------------------------|----------------|---------|
| 1 | Email Nancy if you can come. | All | 12/9/14 |

5. Discussion Item: Evening with Industry

Discussion

EWI Tuesday Jan 27

Evening With Industry is SWE's annual flagship event, attracting over 200 students and 30+ amazing companies every year. Students get to network with company representatives over appetizers, enjoy a 3-course dinner in a more intimate setting with a company of their choice, and gain access to a private career fair right after -- so no more waiting in lines and squeezing through crowds to talk to your favorite company! For the second time, EWI will be held in UCLA's new Palisades Ballroom in Sproul's Carnesale Commons.

This is the list of companies who have confirmed their attendance:

AECOM

Aera Energy

Arete Associates

AT&T

Baker Hughes

Boeing

Broadcom

Cisco

DirecTV

Dolby

Dun & Bradstreet Credibility Corp

Esri

Financial Engines

Kaplan

L-3

Maxim Integrated

Northrop Grumman

Philips 66

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Qualcomm
Raytheon
Rehrig Pacific Company
Sandia National Laboratories
Southern California Edison
Symantec
Tesoro
Texas Instruments
Thales
TrueCar
ZS Associates

Subscribe to our mail-list at tinyurl.com/EWIEmail. It will allow us to give you more information and updates about this event. Tickets are sold beginning Winter quarter, and prices will increase every week so it's best you be in the loop! We hope to see you there!

Boeing dinner Tuesday next week

Decision

N/A

| Action | Action Item | Responsibility | Due |
|--------|-----------------------------------|----------------|---------|
| 1 | Email Nancy if you are interested | All | 1/20/14 |

6. Discussion Item: Retreat SWE officers

Discussion

Retreat -- Sat 2/21 - Sun 2/22

This is an overnight retreat. Officers are required to attend, committee members are invited to attend. We will be going to the beach for a bonfire then going to a nearby hotel for a sleepover. You will have to pay \$10 to help cover the cost of travel/lodging. If you have a car and can drive, you do not have to pay.

Please RSVP via [this link](#) and send the link over to your committees as well.

Decision

N/A

| Action | Action Item | Responsibility | Due |
|--------|-------------|----------------|-----|
|--------|-------------|----------------|-----|

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| | | | |
|---|------|--|---------|
| 1 | RSVP | | 2/14/15 |
|---|------|--|---------|

7. Discussion Item: Life Lessons

| Discussion | | | |
|---|---|----------------|--------|
| <p>Life Lessons</p> <p>Week 8 - Thursday Feb 26, 6-8 pm Panel, speakers from Space sec, Bioengineering professor; iRobot ...</p> <p>EE class professor?</p> <p>Brian (industry people)?</p> <p>Second professor?</p> <p>(6 - 7 pm panel session, 7 - 8 pm breakout groups/networking)</p> <p>Life Lessons is a panel discussion to provide current graduate students with a view of life after graduation. The panels are tailored to the field/department so students get a relevant look at career paths. But more than landing a job or writing a good resume, 'Life Lessons' is about life itself. How did the panelists land their first job? What was it that they learned from the experience? How did they build and maintain relationships with their bosses and co-workers? What factors influenced decisions to move jobs? How did they pick when choices between money and a job they loved, family and work, relocations and relationships came up? What would they do differently if they had the chance? What are the most important lessons that life has taught them? These are some of the questions we hope the panelists can answer with their experiences and help prepare graduate students for life after graduation.</p> <p>We hope to include panelists who graduated and stayed in the same field, someone who graduated and is now working in an entirely different field, entrepreneurs who are involved with start-ups, a panelist from academia and at least one woman.</p> | | | |
| Decision | | | |
| N/A | | | |
| Action | Action Item | Responsibility | Due |
| 1 | Contact speakers and settle down the time | Steph & Joyce | 2/1/15 |

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8. Discussion Item: Winter quarter events

| Discussion | | | |
|---|--|------------------------|---------|
| <p>-Week 1 - committee meeting -Week 2 - Gen Meeting (Jan 15) -Week 3 – Tour to BEAM CSC (Gaby). Start at 9:30 am, \$10 for parking; No limit of visitors; Use Eventbrite to AD. -Week 4 – Hike? -Week 5 - Sat. Feb 7, Wow! That's Engineering Panel? -Week 6 - Panel? Feb. 9-13 -Week 7 - Feb 19 Wine & Cheese Social Panel? -Week 8 – Life lessons -Week 9 – Hike? -Week 10 undergraduate info section -Finals</p> <p>This Thursday, Jan. 8: Grad-Undergrad Social 7-8 pm BH 5800 (domino's pizza) Jan. 13: Boeing Etiquette Dinner 5-10 pm Jan. 15: SoCal Edison Infosession 6-8 pm Jan. 21: Amazon Lab 126 Infosession 6-8 pm Jan. 22: Geosyntec Infosession 6-8 pm Jan. 27: Evening With Industry 6-10 pm Feb. 5: Infosys Infosession 6-7 pm Feb. 7: Wow! That's Engineering (All Day) Feb. 12: Northrop Grumman ES Infosession 6-7 pm Feb. 19: AT&T Infosession 6-7 pm March 5: Palo Alto Networks Infosession 6-7 pm</p> <p>-Kelly –girls ink, Similar with DIY girls once pre quarter SWE Developing program, apply how much you need. Set a proposal (single event)</p> | | | |
| Decision | | | |
| N/A | | | |
| Action | Action Item | Responsibility | Due |
| 1 | Outreach | Valerie, Kelly & Najva | 2/1/15 |
| 2 | Contact BEAM to set up the tour, Evenbrite | Gaby | 1/17/15 |
| 3 | Nancy will check the penthouse or Computer Science conference room | Nancy | 2/1/15 |