

# GradSWE @ UCLA Meeting Minutes

## 1. Meeting Information

Project Name:	Graduate Society of Women Engineers (GradSWE)	Meeting Date:	1/28/2015
Meeting Location:	EGSA lounge	Meeting Time:	4:00 PM
Meeting Called by:	Nancy T.	Meeting End:	5:00 PM
Meeting Notes prepared by:	Shu Z.	Meeting Notes Date:	1/31/2015
<b>Next Meeting Date:</b>	Feb. 11 <sup>th</sup> .2015		

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

## 2. Meeting Summary

Item	Item No
Publicity	3
Post photos to social media	4

# GradSWE @ UCLA Meeting Minutes

Item	Item No
Life Lessons	5
Winter quarter events	6

## 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: <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: Post photos to social media

Discussion			
<p>Post all the photo at Google+ simultaneously (by magenta river)            Excel files to summary the con/pro for every event we had.</p> <p>Use <b>Sign in sheet Template</b> for all the events!            Check google drive GradSWE folder for more information, such as PO, Meeting minutes, Email list, etc.</p>			
Decision			

# GradSWE @ UCLA Meeting Minutes

N/A			
Action	Action Item	Responsibility	Due
1	Use Sign in Template for events.	All	N/A

## 5. 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

# GradSWE @ UCLA Meeting Minutes

## 6. Discussion Item: Winter quarter events

Discussion			
<p>-Week 5 – Hike Feb 8 Eventbrite-Shu sends weekly email. -Week 5 - Sat. Feb 7, Wow! That's Engineering Panel? Need volunteers !! Links in the weekly email. -Week 6 - Panel? Feb. 9-13 -Week 7 - Feb 19 Wine &amp; Cheese Social Panel? Amal and Tan start to pick food (light food) for the social, and make PO if need. Work with undergraduate to place order for the events. Wine purchases will go through Egsa</p> <p>-Week 8 – Life lessons -Week 9 – -Week 10 undergraduate info section -Finals</p> <p>Sign in template for the events JPL tour-Najva no limit people</p> <p>Feb. 7: Wow! That's Engineering (All Day) Feb. 12: Northrop Grumman ES Infosession 6-7 pm Feb. 19: AT&amp;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	Hike Eventbrite	Shu & Michelle	Done