

# GradSWE @ UCLA Meeting Minutes

## 1. Meeting Information

Project Name:	Graduate Society of Women Engineers (GradSWE)	Meeting Date:	2/11/2015
Meeting Location:	BH 4275	Meeting Time:	4:00 PM
Meeting Called by:	Nancy T.	Meeting End:	5:00 PM
Meeting Notes prepared by:	Shu Z.	Meeting Notes Date:	2/15/2015
<b>Next Meeting Date:</b>	Feb. 25 <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
Gabriela Bran, vice graduate director	Najva Akbari, membership chair
Shu Zhang, secretary	Michelle Myers, publicity chair
Tan Zou, event coordinator	Amal Katrib, social Chair
Valerie Runge, historian	

## 2. Meeting Summary

Item	Item No
Publicity	3
Social next week	4
Life Lessons	5
OCDS	6

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## 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: Social next week

Discussion			
<p>Social:</p> <ul style="list-style-type: none"><li>-Shu/Nancy can go to Costco</li><li>-Crackers, cheese, meat</li><li>-Wine</li><li>-Diddy Riese - Tan will make the "BASIC" form and give to Nancy</li><li>-Valentine's sale things: candy hearts, chocolate, candy</li><li>-Need people to help at 5:30 pm ; need volunteers for serving food, cleanup, serve wine (need committee member to be with wine also)</li></ul>			
Decision			
N/A			
Action	Action Item	Responsibility	Due

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1	Make Eventbrite	Gaby	2/15/15
2	Shift sign-up sheet	Shu	2/16/15
3	Need volunteer	Nancy/Shu	2/19/15
4	Help set up	All	2/19/15

## 5. Discussion Item: Life Lessons

### Discussion

#### Life Lessons

Week 8 - Thursday Feb 26, 6-8 pm Panel, speakers from Space sec, Bioengineering professor; iRobot ...

EE class professor?

Brian (industry people)?

Second professor?

(6 - 7 pm panel session, 7 - 8 pm breakout groups/networking)

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.

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.

-Eventbrite has been made: put a link to bios

-Tan talked to Lucia's Cafe - will provide a discount and have worked with UCLA student groups before. Can accept POs

-Order pizza, salad, pasta (1.5 tray for each food; 1 tray can be for meat; 1/2 tray can be for veggie)

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-Total is \$285 -Give Nancy "BASIC" form asap -Joyce will make a flyer -Still waiting on some bios -Gift: t-shirt + left over Valentine's things ; Thank you card-DONE			
Decision			
N/A			
Action	Action Item	Responsibility	Due
1	Check again for parking next week	Steph	2/20/15
2	Order food	Tan	2/20/15
3	Make Flyer	Joyce	2/20/15
4	ask Kristy if she wants to be moderator	Nancy	2/20/15

## 6. Discussion Item: OCDS

Discussion			
OCDS: Feb 21 (Saturday) -2 people for panel 1:30 - 2:00: Nancy, Gaby -3 lab tours 11:45 - 12:45 (~20 people): Nancy, Gaby, Steph (will check with PI) -Gaby will send out the schedule			
Decision			
N/A			
Action	Action Item	Responsibility	Due
1	Send out schedule	Gaby	2/20/15