

GradSWE @ UCLA Meeting Minutes

1. Meeting Information

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|----------------------------|---|---------------------|-----------|
| Project Name: | Graduate Society of Women Engineers (GradSWE) | Meeting Date: | 2/25/2015 |
| 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: | 3/1/2015 |
| Next Meeting Date: | March. 11 st .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 |
| Michelle Myers, publicity chair | Shu Zhang, secretary |
| Tan Zou, event coordinator | Amal Katrib, social Chair |
| Valerie Runge, historian | |

2. Meeting Summary

| Item | Item No |
|-----------------|---------|
| Publicity | 3 |
| Life Lessons | 4 |
| Upcoming events | 5 |

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: 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: Life Lessons

| Discussion |
|---|
| <p>Life Lessons Week 8 - Thursday Feb 26, 6-8 pm Panel, speakers from Space sec, Bioengineering professor; iRobot ...</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> |

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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
- Life Lessons PO
- Use Diddy Riese cookies and candy hearts from Social
- pick up penthouse key
- get things from SWE office
- meet at 5:30 pm for setup if available
- Steph - print out name tags for panelists
- Gaby - make thank you cards for panelists

Decision

N/A

| Action | Action Item | Responsibility | Due |
|--------|-----------------------------------|----------------|------|
| 1 | PO | Tan | Done |
| 2 | Print out name tags for panelists | Steph | Done |
| 3 | Thank you cards for panelists | Gaby | Done |

5. Discussion Item: Upcoming events

Discussion

- April 4th with El Camino Community College
- Sign in sheet for Social
- Use names from previous sign in sheets
- March 28: Library outreach
- Kelly, Najva (won't be here for practice), Gaby, Michelle

Decision

N/A

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

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|---|------------------|---------------|---------|
| 1 | Library outreach | Gaby/Michelle | 3/15/15 |
|---|------------------|---------------|---------|