

GradSWE @ UCLA Meeting Minutes

1. Meeting Information

Project Name:	Graduate Society of Women Engineers (GradSWE)	Meeting Date:	3/11/2015
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:	3/12/2015
Next Meeting Date:	TBD		

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
Events in Spring Quarter	4
PhD Comics screening	5
CREATE workshop	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: 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: Events in Spring Quarter

Discussion			
<p>Spring quarter</p> <ul style="list-style-type: none">-Week 1 - committee meeting - Nancy send out Doodle-Moorpark community college: Michelle, Kelly, Stephanie's lab mate?-Week 2 - Gen Meeting (April 8 Wednesday)-Gaby can book the room-Gaby can find out about India Sweets & Spices \$250-300 ; for 20 people?-Week 3 - Outreach Pacoima April 18 Sat 1 - 4:30 PM-Nancy double check date ; Kelly OK?-Week 4 - CSC April 25; Gaby - how many people?-Week 5 - April 30 Symposium-Week 6 --Week 7 - Wine & Cheese May 14 6:00 - 8:00-Nancy Penthouse book-Week 8 --Week 9 --Week 10 -			

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<ul style="list-style-type: none">-Finals --Hiking - Mt. Baldy again? Need to let people know its intense hike & go early-poll during general meeting			
Decision			
N/A			
Action	Action Item	Responsibility	Due
1	Events planning	All	3/20/15
2	Mt. Baldy Hike-Eventbrite	Michelle	TBD

5. Discussion Item: PhD Comics screening

Discussion			
<p>PhD Comics screening - Tan http://phdcomics.com/events.php 2nd movie? OR Author give a talk? -Benefits of Procrastination -PhD Life</p>			
Decision			
N/A			
Action	Action Item	Responsibility	Due
1	Follow up	Tan	3/20/15

6. Discussion Item: CREATE Workshop

Discussion			
<ul style="list-style-type: none">-4th floor room-eGSA co-sponsor, undergradSWE, or other clubs-pizza food-need to give her an honorarium to come out for the workshop but don't spend too much-CREATE: leadership development company			

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- women in STEM
- mission: cultivate confidence and freedom and leadership for women
- support each other
- Want to get members of SWE involved while still in graduate school.
- Workshops, Training, Courses
- Can send me a list of workshops
- Nutrition
- Stylist
- Communication; Dynamic communication (negotiating or having difficult conversations).
- Work Life Balance
- Mindfulness
- Confidence: As you are
- Creative collaboration - create strategic partnerships & grow in career and support who you are in life
- Launching online version & want to do alpha-phase: membership free for 2 months but costs later
- Training
- Articles
- Worksheets
- Exercises
- Low level of interactivity ; can message other users (message board)
- Can post things
- Will work on how to keep engagement
- Not as a group; it's an individual membership; SWE community on CREATE (maybe)
- In-person workshop ; would accept whatever budget have (<\$500)
- Who are the other clients?
- Intel, ESPN,
- small companies
- SWE at UCI
- USC

Decision

N/A

Action	Action Item	Responsibility	Due
1	Advertise to undergrad SWE, not to eGSA	Shu	3/20/15
2	Send blurb to Shu	Nancy	3/20/15