

# GradSWE @ UCLA Meeting Minutes

## 1. Meeting Information

Project Name:	Graduate Society of Women Engineers (GradSWE)	Meeting Date:	4/2/2015
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:	4/14/2015
<b>Next Meeting Date:</b>	4/14/2015, 1-2 pm		

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

## 2. Meeting Summary

Item	Item No
Publicity	3
Events in Spring Quarter	4

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Item	Item No
General Meeting	5
CREATE workshop	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: Events in Spring Quarter

Discussion			
<p>Spring quarter</p> <ul style="list-style-type: none"> <li>-Week 1 - committee meeting - Nancy send out Doodle</li> <li>-Moorpark community college: Michelle, Kelly, Stephanie's lab mate?</li> <li>-Week 2 - Gen Meeting (April 8 Wednesday)</li> <li>-Gaby can book the room Eng IV 38-138</li> <li>-Gaby will order food from India Sweets &amp; Spices \$250-300 ; for 20 people?</li> <li>-SWE office has Soda and water for pickup</li> <li>-Week 3 - Outreach Pacoima April 18 Sat 1 - 4:30 PM</li> </ul>			

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-Nancy double check date; Kelly will talk to Sylvia  
 -Week 4 - CSC April 25; Gaby – 20 people from UCLA, need Eventbrite for RSVP  
 -Week 5 - April 30 Symposium-Najva  
 Najva will send email to Nancy for the budget  
 -Week 6 – Hike-Michelle  
 -Week 7 - Wine & Cheese May 14 6:00 - 8:00 pm  
 Nancy will book the penthouse  
 Need a AD or Flyer on the 5<sup>th</sup> floor for CS people  
 -Nancy Penthouse book  
 -Week 8 -  
 -Week 9 -  
 -Week 10 -  
 -Finals -

Decision

N/A

Action	Action Item	Responsibility	Due
1	Events planning	All	Done
2	Update slides for general meeting	All	Done
3	Hike-Eventbrite	Michelle	5/1/15

## 5. Discussion Item: General Meeting

Discussion

Food: India Sweet & Spice, 200-300 dollars, Two dishes +FREE rice +Half try sweet  
 Everyone need to response the Slides and fill in the events  
 Need help at 4:30 pm for picking up the food

Decision

N/A

Action	Action Item	Responsibility	Due
1	Order food	Gaby	Done

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## 6. Discussion Item: CREATE Workshop

Discussion			
<ul style="list-style-type: none"><li>-CREATE: leadership development company</li><li>-women in STEM</li><li>-mission: cultivate confidence and freedom and leadership for women</li><li>-support each other</li><li>-Want to get members of SWE involved while still in graduate school.</li><li>-Workshops, Training, Courses</li><li>-Can send me a list of workshops</li><li>-Nutrition</li><li>-Stylist</li><li>-Communication; Dynamic communication (negotiating or having difficult conversations).</li><li>-Work Life Balance</li><li>-Mindfulness</li><li>-Confidence: As you are</li><li>-Creative collaboration - create strategic partnerships &amp; grow in career and support who you are in life</li><li>-Launching online version &amp; want to do alpha-phase: membership free for 2 months but costs later</li><li>-Training</li><li>-Articles</li><li>-Worksheets</li><li>-Exercises</li><li>-Low level of interactivity ; can message other users (message board)</li><li>-Can post things</li><li>-Will work on how to keep engagement</li><li>-Not as a group; it's an individual membership; SWE community on CREATE (maybe)</li><li>-In-person workshop ; would accept whatever budget have (&lt;\$500)</li><li>-Who are the other clients?</li><li>-Intel, ESPN,</li><li>-small companies</li><li>-SWE at UCI</li><li>-USC</li></ul>			
Decision			
N/A			
Action	Action Item	Responsibility	Due