

# GradSWE @ UCLA Meeting Minutes

## 1. Meeting Information

Project Name:	Graduate Society of Women Engineers (GradSWE)	Meeting Date:	4/14/2015
Meeting Location:	BH 4275	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>	4/28/15		

<b>Attending</b>	<b>Not Attending</b>
Nancy Tseng, graduate director	Amal Katrib, social 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	Amal Katrib, social Chair
Shu Zhang, secretary	
Kelly Connelly, Outreach chair	
Valerie Runge, historian	

## 2. Meeting Summary

<b>Item</b>	<b>Item No</b>
Publicity	3
Events in Spring Quarter	4
General meeting pros & cons	5

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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: Events in Spring Quarter

Discussion			
<p>This Saturday: Engineering Professional Equality Conference Copy the activities for the general meeting Valerie: Invite the Guy to the meeting to get sense of SWE and more event ideas</p> <p>-Week 3 - Outreach Pacoima April 18 Sat 1 - 4:30 PM -Nancy double check date ; Kelly OK? -Week 4 - CSC April 25 Gaby – 8 people right now Carpool with other group; tour will be 1 hour long; Gaby will share the topic to officers</p> <p>-Week 5 - April 30 Symposium -Week 6 - -Week 7 - Wine &amp; Cheese May 14 6:00 - 8:00 pm Penthouse Setting up at 6 pm</p>			

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<p>DON'T forget the keys! Engineering picture?</p> <p>-Nancy Penthouse book -Week 8 - -Week 9 - -Week 10 - -Finals -</p>			
Decision			
N/A			
Action	Action Item	Responsibility	Due
1	Events planning	All	Done
2	Eventbrite	Michelle	TBD

## 5. Discussion Item: General meeting Pros & Cons

Discussion			
<p>Week 2 - Gen Meeting (April 8 Wednesday)</p> <p>No picture</p> <p>Kelly uploaded the sign in sheet. But pay for the double tips. \$255.25 is a good budget.</p> <p>Need serving spoon</p> <p>Activities?</p> <p>-Not like the eggsa activity to choose the option -Maybe the marshmallow again? -Not separate the section to activities -There's a GUY want to join us!! -Discussion? Speakers should be selected accurately</p>			
Decision			
N/A			
Action	Action Item	Responsibility	Due
1	Activity ideas	All	5/20/15