



Meeting Minutes #

DATE: 18 Jan 2021

TIME: ~ 60 mins

LOCATION: Webex

Meeting called by	EGCC President
Type of meeting	General
Minutes taken by	VP-Communication
List of attendees	President, VP-Finance, VP-Student, VP-Academic, VP-Communication
List of absentees	-

Discussed topics	Scheduling photo contest 2021 Applying for GSA proposal for financial aid Announcing 2 nd E3MT (post, reminder, video clip) Referee preparation for 2 nd E3MT
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Conclusion	Video clip is taken from referees and a video teaser will be made for E3MT Photo contest will be announced through stories and social media posts, and we send proposal to GSA for prospective financial aid for both events
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Assigned actions	Person responsible	Deadline
Instagram/FB posts for photo contest	VP Com	Jan 20
GSA proposal for financial aid	VP Fin	Jan 21
E3MT poster design	VP Fin	Jan 19
Email announcement for E3MT invitation	VP Com	Jan 20
Email reminder for E3MT abstract submission	VP Academic	Jan 29
Judging panel for photo contest from faculty members	VP Student	-
Inviting other potential candidates to join E3MT judging panel	VP Academic	Jan 19
Recording videos from E3MT judging panel for video teaser	VP Student/ VP Com	Jan 31
Preparing video teaser for E3MT	VP Student/VP Com/VP Academic	Feb 10
Asking the Dean for potential aids and participating in E3MT video teaser	President	Jan 22
Hosting grad town hall	VP Academic	Jan 21