



**Meeting Minutes #**

DATE: DEC 7 2023

TIME: 60 mins (11:30-12:30)

LOCATION: 1A18

Meeting called by	Pabitra
Type of meeting	Biweekly Meeting
Minutes taken by	Kathryn
List of attendees	Kathryn, Pabitra, Eshan, Hanieh, Amin
List of absentees	Maliheh
Excuses	
Agenda	<ol style="list-style-type: none"> <li>Christmas social planning</li> <li>E3MT discussion and planning</li> </ol>
Content	<ol style="list-style-type: none"> <li>EGCC Christmas Gathering           <ul style="list-style-type: none"> <li>Date &amp; Time: Dec 21, 2023, 11:30-2:30</li> <li>Venue (Maliheh):               <ul style="list-style-type: none"> <li>Hardy Lab</li> <li>Talk to Mike Miller</li> <li>Arranging to have tables and chairs</li> </ul> </li> <li>Registration (Kathryn):               <ul style="list-style-type: none"> <li>Survey monkey or Eventbrite                   <ul style="list-style-type: none"> <li>Registration deadline by Dec 18 or 19</li> </ul> </li> <li>Allow students to register extra guests</li> <li>Faculty doesn't need to register                   <ul style="list-style-type: none"> <li>Ask Candace to email out to faculty</li> </ul> </li> <li>Send mass emails: send first one next week</li> <li>Posters</li> </ul> </li> <li>Slides (Hanieh):               <ul style="list-style-type: none"> <li>Collect slides from Whatsapp                   <ul style="list-style-type: none"> <li>Event name</li> <li>New EGCC team</li> <li>E3MT advertisement</li> <li>Sponsors</li> </ul> </li> <li>7-10 slides</li> </ul> </li> <li>Ordering food:               <ul style="list-style-type: none"> <li>Order day of from Red Swan (Eshan)                   <ul style="list-style-type: none"> <li>Likely 20 XL</li> <li>Chicken</li> <li>Veggie</li> <li>Pepperoni</li> </ul> </li> <li>Pop &amp; Water – Costco (Eshan and Pabitra)</li> <li>Paper Cups – Costco (Eshan and Pabitra)</li> <li>Coffee from Tims (Maliheh and Hanieh)</li> <li>Plates &amp; napkins – Costco (Eshan and Pabitra)</li> <li>Candy canes? – Costco (Eshan and Pabitra)</li> </ul> </li> <li>Entertainment:               <ul style="list-style-type: none"> <li>Cards – Costco (Kathryn)</li> </ul> </li> </ul> </li> </ol>



	<ul style="list-style-type: none"><li>○ Jenga (5 of them)– Walmart (Kathryn)</li><li>○ Christmas music in the background (Hanieh)</li><li>○ Setup<ul style="list-style-type: none"><li>○ All plan to be there day off to set up</li></ul></li></ul> <p>2. E3MT competition planning</p> <p><input type="checkbox"/>Date: Friday, March 1</p> <p><input type="checkbox"/>Venue (Kathryn):</p> <ul style="list-style-type: none"><li>○ Eng library</li></ul>