



Meeting Minutes #

DATE: Jan 10 2024
 TIME: 60 mins (1:00-2:00)
 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	1. E3MT discussion and planning
Content	<p>1. E3MT competition planning</p> <ul style="list-style-type: none"> • Date/Time <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Date: Friday, March 1 <input checked="" type="checkbox"/> Venue (Kathryn): <ul style="list-style-type: none"> ○ Eng library booked from 9am to 5pm • Registration/Advertisement <ul style="list-style-type: none"> <input type="checkbox"/> Survey monkey (Kathryn): <ul style="list-style-type: none"> ○ Registration Deadline: February 15, 2024 <input type="checkbox"/> Mass email (Kathryn): <ul style="list-style-type: none"> ○ Deadline for first email: January 12, 2024 ○ Reminder emails every two weeks <input type="checkbox"/> Paws (Kathryn): <ul style="list-style-type: none"> ○ Deadline: February 15, 2024 <input type="checkbox"/> Social Media (Kathryn) <ul style="list-style-type: none"> ○ Deadline: February 15, 2024 <input type="checkbox"/> Poster (Kathryn) <ul style="list-style-type: none"> ○ Deadline: February 15, 2024 • Judges (Maliheh, Eshan come up with list and carryout judge activites) <ul style="list-style-type: none"> ○ Talk to Shahab and Sarah for excel files ○ Need 6-8 judges ○ Prioritize sponsors ○ Will need biographies from each judge ○ Reserve parking passes for judges (those who require) • Sponsorship <ul style="list-style-type: none"> ○ Gold: \$2500 <ul style="list-style-type: none"> ▪ SaskPower ▪ Opus ○ Silver: \$1000 <ul style="list-style-type: none"> ▪ Sigma ○ Bronze: \$500



- GSA
- Redleaf
- Prizes: Keep around \$2000
 - 1st: \$700
 - 2nd: \$500
 - 3rd: \$300
 - 4th: \$200
 - 5th: \$150
 - Audience choice: \$150
- Swag Bags: CFOPAL (purchase on campus) -\$1000
 - Usask bag
 - Usask mug
 - Usask notebook
 - Judges swag bag: add one additional item
- Operations
 - MC – email representatives (Pabitra)
 - Volunteers – email representations (Pabitra)
 - Canva updating (Hanieh and Kathryn)
 - Judge and volunteer certificates
 - E3MT package
 - Powerpoint submissions
 - Submissions to VP academic (Maliheh)
 - Create a master copy containing all powerpoint presentations
 - Ensure no animations
 - Name Tags

Action Items to be Completed Next Meeting:

Item:	Assigned To:
Send registration link	Kathryn
Contact judges	Eshan and Maliheh

Next Meeting: Wednesday, January 24 at 1pm (Eng Library Room 1B08.2)