



Meeting Minutes #

DATE: Jan 25 2024

TIME: 60 mins

LOCATION: 1A18

Meeting called by	Kathryn
Type of meeting	Biweekly Meeting
Minutes taken by	Kathryn
List of attendees	Kathryn, Pabitra, Eshan, Maliheh, Hanieh
List of absentees	
Excuses	
Agenda	1. Status and Planning of E3MT Competition
Content	<ul style="list-style-type: none"> • Registration Update <ul style="list-style-type: none"> ○ 1 person registered, mechanical ○ Ask Candace to send email to all faculty • Judging Update <ul style="list-style-type: none"> ○ Email all sponsors ○ Attempt to have one judge from all department (send options to Maliheh) <ul style="list-style-type: none"> ▪ John Moffat is a good option ○ Ask for biographies and headshots ○ Excel sheet for judging ○ Dr. Mohsen Shakouri <ul style="list-style-type: none"> ▪ Adjunct Professor: Chemical and Biological Engineering ▪ Canadian Light Source • Sponsorship Update <ul style="list-style-type: none"> ○ \$5000 <ul style="list-style-type: none"> ▪ EAT: mention in event ○ Gold: \$2500 <ul style="list-style-type: none"> ▪ SaskPower: 1 judge & keynote speech ▪ Opus: 1 judge ○ Silver: \$1000 <ul style="list-style-type: none"> ▪ Sigma: mention in event ○ Bronze: \$500 <ul style="list-style-type: none"> ▪ GSA: mention in event ▪ Redleaf: mention in event • Operations <ul style="list-style-type: none"> ○ Food: Pizza ○ Keynote Speeches: <ul style="list-style-type: none"> ▪ Carey Simonson ○ Projector, Mic, podium



	Action Items to be Completed Prior Next Meeting:	
	Item:	Assigned To:
	Email judges	Maliheh
	Email keynote speakers	Maliheh
	Make excel judging template	Hanieh (doesn't have to be done before next meeting)
	Book projector and microphone	Kathryn
	Ask Candace to email faculty	Kathryn
	Next Meeting: Feburary 8th, 1:30-2:30pm in ENG 1C102	