



Meeting Minutes #

DATE: Feb 08 2024

TIME: 60 mins

LOCATION: 1C102

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"> ○ 4 registered, <ul style="list-style-type: none"> ▪ 1 mechanical, 3 chemical • Judging Update <ul style="list-style-type: none"> ○ Dr. Mohsen Shakouri <ul style="list-style-type: none"> ▪ Adjunct Professor: Chemical and Biological Engineering ▪ Canadian Light Source ○ Jordan Humeny <ul style="list-style-type: none"> ▪ SaskPower ○ Judges to email <ul style="list-style-type: none"> ▪ Tidewater representative ▪ Professors from civil, biomedical, environment ▪ John Moffat ▪ Tate Cao ▪ Dr. Bishnu • 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 ▪ SES: mention in event ○ Bronze: \$500 <ul style="list-style-type: none"> ▪ GSA: mention in event ▪ Redleaf: mention in event ▪ Tidewater: mention in event



- Speeches
 - Confirmed:
 - SaskPower: Kathryn Polluck - 15 minute keynote
 - Send Request
 - OPUS: 10-15 minute keynote
 - Rama Gokaraju and Carey Simonson: ~5 minute welcome speech
 - Can ask Dr. Soltan if they're both unavailable

- Operations – Prior to Event
 - Food: Pizza (Eshan to order)
 - Judging spreadsheet (Hanieh)
 - SWAG Gift (~\$1500)
 - Notebook
 - Water bottle/mug
 - Pen

- Operations – Day of
 - Set up/take down – all executives be there
 - MC – Siddhartha? Yomi? (Pabitra to ask)
 - Pick up people from parking – Mohammad

Action Items to be Completed Prior Next Meeting:

Item:	Assigned To:
Confirm judges	Maliheh
Confirm keynote speakers	Maliheh
Confirm Messages from AD	Maliheh
Make excel judging template	Hanieh
Ask OPUS for one-page advertisement	Eshan

Next Meeting: TBD