



Meeting Minutes #

DATE: Feb 21 2024

TIME: 60 mins

LOCATION: 1A18

Meeting called by	Kathryn
Type of meeting	Biweekly Meeting
Minutes taken by	Kathryn
List of attendees	Kathryn, Pabitra, Ehsan, 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"> ○ 32 registered <ul style="list-style-type: none"> ▪ 6 mechanical, 17 chemical, 5 civil, 2 electrical, 2 biomedical • Judging Update <ul style="list-style-type: none"> ○ Dr. Duncan Cree <ul style="list-style-type: none"> ▪ Mechanical faculty ▪ Headshot and bio received ○ Dr. Bishnu Acharya <ul style="list-style-type: none"> ▪ Chemical faculty ▪ Headshot and bio received ○ Dr. Mohsen Shakouri <ul style="list-style-type: none"> ▪ Canadian Light Source ▪ Headshot and bio received ○ Dr. Venu Babu Borugadda <ul style="list-style-type: none"> ▪ Tidewater ▪ Headshot and bio received ○ Tate N. Cao <ul style="list-style-type: none"> ▪ Sigma ▪ Headshot and bio received ○ Dr. Christopher Bowman <ul style="list-style-type: none"> ▪ UofS faculty ▪ Headshot and bio received ○ Unconfirmed judges (Pabitra) <ul style="list-style-type: none"> ▪ Jordan Humeny - SaskPower ▪ Civil engineering judges • Speeches (Pabitra)



- Saskpower
 - Not confirmed: confirm by Friday
- Opus
 - Not confirmed: confirm by Friday
- Rama and Dr. Sultan (both confirmed)
 - Rama: at beginning (11:05)
 - Dr. Sultan at the end (closing speaker)
- Agenda (**Kathryn**)
 - 14 speakers before lunch
 - Lunch from 12:30-1:00
 - Judging at approximately 2:30-3:00
 - Keynote speeches approximately 2:30-3:00
- Operations – Prior to Event
 - Parking Reservations (**Pabitra**)
 - 5 parking spots need to be booked
 - Reserve the meters
 - Food/Drinks (**Ehsan**)
 - Pizza far in the back
 - Order for approximately 80 people
 - Order beforehand and order to have delivered by 12
 - Two or three cases of water
 - 3 more 2L of pop
 - Cookies
 - Plates and cups
 - Judging spreadsheet (**Hanieh**)
 - Send to Kathryn before Monday
 - Judges will email Hanieh their completed spreadsheets
 - All judges will judge all speakers
 - Create separate spreadsheet to sum totals
 - Audience choice voting (**Pabitra**)
 - Need to print copies
 - SWAG Gift (**Kathryn, Hanieh and Ehsan**)
 - Budget of \$1500, \$25 per gift
 - Purchase on Tuesday
 - Meet at bookstore at 9am
 - Printing of judging and winners certificates (**Kathryn**)
 - Get frames from dollar store
 - Call for volunteers (**Pabitra**)
 - Email to Judges
 - Map
 - Parking arrangements
 - Handbook
 - Abstracts
 - Rubric (state they need to bring a laptop)
 - Email to Keynote Speakers (**Pabitra**)



- Should send us our presentation
- Map
- Parking arrangements
- Agenda
- Email to Participants (**Kathryn**)
 - Handbook with agenda
- Email to faculty and students (**Kathryn**)
 - Formal invite
 - Abstracts
 - Handbook
- Compilation of powerpoints (**Maliheh**)
- Operations – Day of
 - Set up/take down – all executives be there
 - MC – Sara Nath
 - Pick up people from parking – Mohammad

Action Items to be Completed Prior Next Meeting:

Item:	Assigned To:
Agenda finalized	Kathryn
Judging and winning certificates	Kathryn
Email to judges, participants, faculty & students	Kathryn
Create Poster	Kathryn
Confirming final two judges	Pabitra
Parking Reservations	Pabitra
Confirming speakers and emailing them required info	Pabitra
Call for volunteers	Pabitra
Audience choice voting	Pabitra
Judging spreadsheets	Hanieh
Buying all food, drinks, plates, etc	Ehsan
Compilation of powerpoint slides	Maliheh
SWAG Gift	Kathryn, Ehsan, Hanieh

Next Meeting: Tuesday, Feb 27 at 1:30pm