



**Meeting Minutes #**

DATE: Feb 27 2024

TIME: 60 mins

LOCATION: 1C102

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"> <li>• Registration Update           <ul style="list-style-type: none"> <li>○ 34 registered               <ul style="list-style-type: none"> <li>▪ 7 mechanical, 18 chemical, 5 civil, 2 electrical, 2 biomedical</li> </ul> </li> </ul> </li> <li>• Operations – Prior to Event           <ul style="list-style-type: none"> <li>○ Parking Reservations (<b>Pabitra</b>)               <ul style="list-style-type: none"> <li>▪ 5 parking spots need to be booked</li> <li>▪ Reserve the meters</li> </ul> </li> <li>○ Food/Drinks (<b>Ehsan</b>)               <ul style="list-style-type: none"> <li>▪ Pizza far in the back</li> <li>▪ Order for approximately 80 people</li> <li>▪ Order beforehand and order to have delivered by 12</li> <li>▪ Two or three cases of water</li> <li>▪ 3 more 2L of pop</li> <li>▪ Cookies</li> <li>▪ Plates and cups</li> </ul> </li> <li>○ Judging spreadsheet (<b>Hanieh</b>)               <ul style="list-style-type: none"> <li>▪ Send to Kathryn before Monday</li> <li>▪ Judges will email Hanieh their completed spreadsheets</li> <li>▪ All judges will judge all speakers</li> <li>▪ Create separate spreadsheet to sum totals</li> </ul> </li> <li>○ Audience choice voting (<b>Pabitra</b>)               <ul style="list-style-type: none"> <li>▪ Need to print copies</li> </ul> </li> <li>○ SWAG Gift (<b>Kathryn, Hanieh and Ehsan</b>)               <ul style="list-style-type: none"> <li>▪ Budget of \$1500, \$25 per gift</li> <li>▪ Purchase on Tuesday</li> <li>▪ Meet at bookstore at 9am</li> </ul> </li> <li>○ Printing of judging and winners certificates (<b>Kathryn</b>)               <ul style="list-style-type: none"> <li>▪ Get frames from dollar store</li> </ul> </li> <li>○ Call for volunteers (<b>Pabitra</b>)</li> <li>○ Email to Judges               <ul style="list-style-type: none"> <li>▪ Map</li> <li>▪ Parking arrangements</li> </ul> </li> </ul> </li> </ul>



	<ul style="list-style-type: none"><li>▪ Handbook</li><li>▪ Abstracts</li><li>▪ Rubric (state they need to bring a laptop)</li><li>○ Email to Keynote Speakers (<b>Pabitra</b>)<ul style="list-style-type: none"><li>▪ Should send us our presentation</li><li>▪ Map</li><li>▪ Parking arrangements</li><li>▪ Agenda</li></ul></li><li>○ Email to Participants (<b>Kathryn</b>)<ul style="list-style-type: none"><li>▪ Handbook with agenda</li></ul></li><li>○ Email to faculty and students (<b>Kathryn</b>)<ul style="list-style-type: none"><li>▪ Formal invite</li><li>▪ Abstracts</li><li>▪ Handbook</li></ul></li><li>○ Compilation of powerpoints (<b>Maliheh, Pabitra, Kathryn</b>)</li><li>○ Printing of pages saying Library is reserved<ul style="list-style-type: none"><li>▪ Place on tables on Thursday (<b>Kathryn</b>)</li></ul></li><li>○ Invite the senior executives from SESS (<b>Kathryn</b>)</li><li>• Operations – Day of<ul style="list-style-type: none"><li>○ Set up/take down – all executives be there (9am)</li><li>○ MC – Sara Nath<ul style="list-style-type: none"><li>▪ Print the agenda (<b>Pabitra</b>)</li></ul></li><li>○ Pick up people from parking (<b>Mohammad</b>)</li><li>○ Photos – Volunteer (<b>Hanieh</b>)</li><li>○ Counting audience choice (<b>Maliheh and Ehsan</b>)</li><li>○ Counting judges votes (<b>Kathryn and Hanieh</b>)</li><li>○ Registration (<b>Hossein and Maliheh</b>)</li></ul></li></ul>
	<p><b>Next Meeting: Friday, March 1 at 9:00am in the Library</b></p>