



Meeting Minutes #

DATE: July 8, 2024
 TIME: 60 mins (3:00-4:00)
 LOCATION: 1A18

Meeting called by	Kathryn
Type of meeting	Monthly Meeting
Minutes taken by	Kathryn
List of attendees	Kathryn, Pabitra, Ehsan, Hanieh, Amin
List of absentees	Maliheh
Excuses	
Agenda	1. Plan for EGRC
Content	<p>1. Plan for EGRC</p> <ul style="list-style-type: none"> • Budget: <ul style="list-style-type: none"> ○ \$5800 • Date & Venue (Kathryn will book venue): <ul style="list-style-type: none"> ○ September 3, 2024 <ul style="list-style-type: none"> ▪ 10 am set up time ▪ 11:00 – 12:00 welcoming & speech ▪ 12:00 – 2:00 lunch & poster judging ○ Book 1B71 for lunch and presentations ○ Book 1B79 for judging ○ Have posters in the hallway • Order 10 poster boards (Hanieh and Ehsan) <ul style="list-style-type: none"> ○ Order from Hub City Rentals https://catalogue.sohandy.com/equipment.asp?action=category&category=87&key=650%2D2105 ○ Request quote for 10 poster boards • Registration/Advertisement (Kathryn): <ul style="list-style-type: none"> ○ Poster template: 3.5' by 3' <ul style="list-style-type: none"> ▪ Include sponsor logos on template ○ Initial registration deadline of August 20 ○ Optional abstract or short description • Judges (Maliheh to send emails): <ul style="list-style-type: none"> ○ Each judge to judge 5 posters ○ Have 8 – 10 judges



	Action Items:	
	Item	Assigned to
	Booking venue	Kathryn
	Registration link	Kathryn
	Ordering poster boards	Ehsan & Maliheh
	Reaching out to judges	Maliheh