



**Meeting Minutes #**

DATE: August 16, 2024

TIME: 90 mins (2:00-3:30)

LOCATION: 1A18

Meeting called by	Kathryn
Type of meeting	Monthly Meeting
Minutes taken by	Kathryn
List of attendees	Kathryn, Pabitra, Ehsan, Maliheh
List of absentees	Hanieh, Amin
Excuses	
Agenda	1. EGRC Planning
Content	<p>1. EGRC Planning</p> <ul style="list-style-type: none"> <li>• Judging Update (Maliheh):           <ul style="list-style-type: none"> <li>○ Dr. Kishore (bio &amp; headshot confirmed)</li> <li>○ Dr. Bishnu (bio &amp; headshot confirmed)</li> <li>○ Dr. Rama (bio &amp; headshot confirmed)</li> <li>○ Dr. Nuraina</li> <li>○ Dr. Esmi (bio &amp; headshot confirmed)</li> <li>○ Dr. Bowman (bio &amp; headshot confirmed)</li> <li>○ Confirm extra two judges</li> </ul> </li> <li>• Speakers (Maliheh):           <ul style="list-style-type: none"> <li>○ OPUS</li> </ul> </li> <li>• Powerpoint (Pabitra):           <ul style="list-style-type: none"> <li>○ Reuse from E3MT</li> </ul> </li> <li>• Judging Rubric (Kathryn):           <ul style="list-style-type: none"> <li>○ Spreadsheet</li> <li>○ Reuse last year's rubric (number based on who registered first)</li> </ul> </li> <li>• Handbook/Agenda (Kathryn):</li> <li>• SWAG (~\$1500):           <ul style="list-style-type: none"> <li>○ Approximately 40 bags needed, ~\$30/bag</li> <li>○ Needs to be purchased the week of August 26</li> </ul> </li> <li>• Food           <ul style="list-style-type: none"> <li>○ Pop, napkins, plates, cups</li> <li>○ Pizza and samosas</li> </ul> </li> </ul>



	<p><b>Next Meeting: Friday, August 23 at 10:00 am</b></p>
--	---