



Meeting Minutes #

DATE: August 23, 2024

TIME: 90 mins (10:00-11:00)

LOCATION: 1A18

Meeting called by	Kathryn
Type of meeting	Monthly Meeting
Minutes taken by	Kathryn
List of attendees	Kathryn, Pabitra, Ehsan, Amin
List of absentees	Maliheh, Hanieh
Excuses	
Agenda	1. EGRC Planning
Content	<p>1. EGRC Planning</p> <ul style="list-style-type: none"> • Powerpoint – Pabitra • SWAG (~\$1500) <ul style="list-style-type: none"> ○ 35 regular (\$25 each) <ul style="list-style-type: none"> ▪ USB drive (Amazon/Walmart) - Kathryn ▪ Notebook (dollar store) - Kathryn ▪ \$10 Tims giftcard – Pabitra ▪ Bag (bookstore) - Pabitra ○ 15 extra (\$30 each) <ul style="list-style-type: none"> ▪ Clipboards (dollar store) – Kathryn ▪ Pen (dollar store) - Kathryn ▪ Notebook (dollar store) – Kathryn ▪ USB drive (Amazon/Walmart) – Kathryn ▪ \$15 Tims giftcard - Pabitra ▪ Bag (bookstore) - Pabitra • Things to buy/to do <ul style="list-style-type: none"> ○ Pins to hang posters – Kathryn ○ Picture frames (11) – Kathryn ○ Print rubric – Pabitra ○ Print certificates – Kathryn ○ Print #s – Pabitra ○ Assign judges – Pabitra • Food <ul style="list-style-type: none"> ○ Samosas (Pabitra has ordered) ○ Pizza (Ehsan) ~ 15 pizzas <ul style="list-style-type: none"> ▪ 5 veggie ▪ 5 chicken ▪ 5 pepperoni ○ Drinks



	<ul style="list-style-type: none">▪ Pop (Ehsan)▪ Coffee (Hanieh & Maliheh)○ Cups (Ehsan)○ Plates (Ehsan) • Set – up (9am)
	<p>Next Meeting: Friday, August 30 @ 11:00 am</p>