



**Meeting Minutes #**

DATE: November 8, 2024

TIME: 12pm to 1pm

LOCATION: 1A18 Engineering Building

Meeting called by	Bashu
Type of meeting	First Official Meeting
Minutes taken by	Sara
List of attendees	Bashu, Sara, Parvaneh, Asutosh
List of absentees	Anukul
Excuses	N/A
Agenda	N/A
Content	<ol style="list-style-type: none"> <li>1. Christmas gathering/get together           <ul style="list-style-type: none"> <li>• Date &amp; Time: December 19, 2024. 11:30 to 2:30 PM</li> <li>• Start sending registration link at the end of November, talk to Pabitra/Kathryn regarding sending email to all grad students</li> <li>• Reg deadline December 15</li> <li>• Email to faculty (ask Candace)</li> <li>• Poster</li> </ul> </li> <li>2. Funding Update (sponsorship)           <ul style="list-style-type: none"> <li>• Positive reply from OPUS</li> <li>• Other companies asked to fill out the webform.</li> </ul> </li> <li>3. Website           <ul style="list-style-type: none"> <li>• Upload meeting minutes</li> </ul> </li> </ol>
	Next Meeting: <ul style="list-style-type: none"> <li>• Executive meeting Nov 22 at 12 pm</li> </ul>