



Meeting Minutes #

DATE: Jan 17 2025

TIME: 60 mins (12:00-01:00)

LOCATION: 2A15

Meeting called by	Bashu
Type of meeting	Biweekly Meeting
Minutes taken by	Sara
List of attendees	Bashu, Sara, Parvaneh, Asutosh, Anukul, Pabitra
List of absentees	N/A
Excuses	
Agenda	1. E3MT discussion and planning
Content	<p>1. E3MT competition planning</p> <ul style="list-style-type: none"> • Date/Time <ul style="list-style-type: none"> <input checked="" type="checkbox"/>Date: Friday, March 7, 2025 <input checked="" type="checkbox"/>Venue (Bashu): <ul style="list-style-type: none"> ○ Eng library booked from 9am to 5pm ○ Book library rooms 1B08.1, 1B08.2 • Registration/Advertisement <ul style="list-style-type: none"> <input type="checkbox"/>Survey monkey (Sara): <ul style="list-style-type: none"> ○ Registration Deadline: February 25, 2025 ○ PPT Submission Deadline: March 1, 2025 <input type="checkbox"/>Mass email: <ul style="list-style-type: none"> ○ First email: February 1, 2025 ○ Reminder emails every two weeks <input type="checkbox"/>Paws announcement (Bashu) <input type="checkbox"/>Poster and Social Media Advertisement (Sara) • Judges <ul style="list-style-type: none"> ○ Need 7-8 judges (Asutosh will come up with list and send invitation from February) ○ Prioritize sponsors ○ Will need biographies from each judge ○ Reserve parking passes for judges (those who require) • Sponsorship <ul style="list-style-type: none"> ○ Gold: \$2500 (keynote speaker) <ul style="list-style-type: none"> ▪ EAT ○ Silver: \$1000 <ul style="list-style-type: none"> ▪ Sigma ▪ Opus ○ Bronze: \$500 <ul style="list-style-type: none"> ▪ GSA ○ Email to Dean (Bashu) ○ Nutrien, Cargill, Saskatchewan food centre etc. (can be a potential sponsor) ○ Prizes: Keep around \$1100



	<ul style="list-style-type: none">▪ 1st: \$400▪ 2nd: \$300▪ 3rd: \$200▪ 4th: \$100▪ 5th: \$100○ Swag Bags: CFOPAL (purchase on campus) for participants, judges, speakers, dean<ul style="list-style-type: none">▪ Judges swag bag: add one additional item● Operations<ul style="list-style-type: none">○ Book projector and speaker from Mike○ Canva updating<ul style="list-style-type: none">▪ Judge and volunteer certificates▪ E3MT package○ Print certificates for judges and winners at XL○ Buy frames for the judges' certificates○ Powerpoint submissions<ul style="list-style-type: none">▪ Submissions to VP academic▪ Create a master copy containing all powerpoint presentations
	<p>Next Meeting: Wednesday, January 29 at 3:30pm (Engg 1C102)</p>