



**Meeting Minutes #**

DATE: Jan 29 2025

TIME: 60 mins (3:30-04:30)

LOCATION: 1C102

Meeting called by	Bashu
Type of meeting	Biweekly Meeting
Minutes taken by	Sara
List of attendees	Bashu, Sara, Asutosh, Anukul
List of absentees	Parvaneh
Excuses	
Agenda	1. E3MT discussion and planning
Content	<ul style="list-style-type: none"> <li>• Registration           <ul style="list-style-type: none"> <li><input type="checkbox"/> Start sending emails for registration from next week</li> </ul> </li> <li>• Judging update           <ul style="list-style-type: none"> <li>○ 1 judge from Opus</li> <li>○ Email Tate (Sigma)</li> <li>○ Attempt to have one judge from all departments</li> </ul> </li> <li>• Speakers           <ul style="list-style-type: none"> <li>○ Dean</li> <li>○ Associate Dean Research</li> <li>○ Opus</li> </ul> </li> <li>• Sponsorship           <ul style="list-style-type: none"> <li>○ Reminder Email to Dean (Bashu)</li> <li>○ Changes in Prize Money: Keep around \$1150               <ul style="list-style-type: none"> <li>▪ 1<sup>st</sup>: \$400</li> <li>▪ 2<sup>nd</sup>: \$300</li> <li>▪ 3<sup>rd</sup>: \$200</li> <li>▪ 4<sup>th</sup>: \$150</li> <li>▪ 5<sup>th</sup>: \$100</li> </ul> </li> <li>○ Swag Bags: CFOPAL (purchase on campus) for participants, judges, speakers, dean               <ul style="list-style-type: none"> <li>▪ Judges swag bag: add one additional item</li> </ul> </li> </ul> </li> <li>• Operations           <ul style="list-style-type: none"> <li>○ Print certificates for judges, speakers and winners at XL (Sara &amp; Bashu)</li> <li>○ Buy frames for the judges' certificates from Dollarama</li> <li>○ Get Podium (Anukul)</li> <li>○ Make agenda (Sara &amp; Bashu)</li> <li>○ Name tag for executives and participants</li> <li>○ Email for parking (Bashu)</li> <li>○ Email sponsors for posters (Parvaneh)</li> </ul> </li> </ul>
	<b>Next Meeting: Friday, February 14 at 12 pm (Engg 1A18)</b>