



**Meeting Minutes #**

DATE: Feb 14 2025

TIME: 60 mins

LOCATION: 1A18

Meeting called by	Bashu
Type of meeting	Biweekly Meeting
Minutes taken by	Sara
List of attendees	Bashu, Sara, Parvaneh, Asutosh, Pabitra
List of absentees	Anukul
Excuses	
Agenda	<ol style="list-style-type: none"> <li>1. Status and Planning of E3MT Competition</li> <li>2. Record of Finances</li> </ol>
Content	<ol style="list-style-type: none"> <li>1. Status and Planning of E3MT Competition           <ul style="list-style-type: none"> <li>• Registration Update               <ul style="list-style-type: none"> <li>○ 12 registered so far</li> </ul> </li> <li>• Sponsorship Update               <ul style="list-style-type: none"> <li>○ 2500 from College of Engineering</li> </ul> </li> <li>• Judging Update               <ul style="list-style-type: none"> <li>○ Dr. Ramakrishna Gokaraju                   <ul style="list-style-type: none"> <li>▪ Electrical and Computer Engineering faculty</li> </ul> </li> <li>○ Dr. Reisha Peters                   <ul style="list-style-type: none"> <li>▪ Chemical and biological faculty</li> </ul> </li> <li>○ Tate N. Cao                   <ul style="list-style-type: none"> <li>▪ Sigma</li> </ul> </li> <li>○ Dr. Nandhakishore Rajagopalan                   <ul style="list-style-type: none"> <li>▪ NRC</li> </ul> </li> <li>○ Dr. Hyunjung Shin</li> <li>○ Reminder email to other judges (<b>Asutosh</b>)</li> </ul> </li> <li>• Speeches               <ul style="list-style-type: none"> <li>○ Opus (Not confirmed yet) – email to them about speaker and judge (<b>Parvaneh</b>)</li> <li>○ Dr. Sultan (confirmed)</li> <li>○ Dean (Not confirmed yet)</li> </ul> </li> <li>• Operations – Prior to Event               <ul style="list-style-type: none"> <li>○ Book library rooms 2 weeks before the event (<b>All executives</b>)</li> <li>○ Draft email to Candace for invitation to the faculty (<b>Sara</b>)</li> <li>○ Food/Drinks (<b>Asutosh &amp; Bashu</b>) – approx. budget \$1500</li> <li>○ Judging spreadsheet (<b>Anukul</b>)</li> <li>○ Podium (<b>Anukul &amp; Bashu</b>)</li> </ul> </li> <li>○ SWAG Gifts for participants, volunteers &amp; executives               <ul style="list-style-type: none"> <li>▪ Approx budget of \$550</li> <li>▪ Possible items</li> </ul> </li> </ul> </li> </ol>



	<ul style="list-style-type: none"><li>- Notebook (Dollarama- <b>Anukul &amp; Bashu</b>)</li><li>- Bag (Bookstore- <b>Parvaneh</b>)</li><li>- Tims card</li><li>- Pen (Opus might provide)</li></ul> <ul style="list-style-type: none"><li>○ SWAG Gifts for judges<ul style="list-style-type: none"><li>▪ Approx budget of \$280</li><li>▪ Possible items<ul style="list-style-type: none"><li>- Notebook (Dollarama- <b>Anukul &amp; Bashu</b>)</li><li>- Bag (Bookstore- <b>Parvaneh</b>)</li><li>- Coffee mug (Bookstore – <b>Parvaneh will look for other options too</b>)</li><li>- Pen (Opus might provide)</li></ul></li></ul></li><li>○ Update agenda (<b>Bashu &amp; Sara</b>)</li><li>○ Update website (<b>Sara</b>)</li><li>○ Printing of judges, speakers and winners certificates (<b>Sara</b>)<ul style="list-style-type: none"><li>▪ Get frames from Dollarama (<b>Anukul &amp; Bashu</b>)</li></ul></li><li>○ Email to Judges (<b>Asutosh</b>)<ul style="list-style-type: none"><li>▪ Handbook</li><li>▪ Rubric (state they need to bring a laptop) – better to keep 2/3 hardcopy</li></ul></li><li>○ Email to Participants (<b>Sara</b>)<ul style="list-style-type: none"><li>▪ Handbook with agenda</li></ul></li><li>○ Compilation of powerpoints (<b>Anukul</b>)</li></ul> <p>2. Record of Finances</p> <ul style="list-style-type: none"><li>• Make a record of finances (income &amp; expenses)</li></ul>
	<p><b>Next Meeting: Friday, Feb 28 at 12 pm</b></p>