



Meeting Minutes

DATE: Oct 31, 2025

TIME: 10 am to 11 am

LOCATION: 1B08.4 Engineering Library

Meeting called by	Ravi
Type of meeting	First Official Meeting
Minutes taken by	Adit
List of attendees	Adit, Ravi, Binod, Farzana, Akhila
List of absentees	N/A
Excuses	N/A
Agenda	N/A
Content	1. Email Access • Everyone got access to email except Binod • Binod will get in touch with the previous position holder for email access 2. Room 3C30 Update • Talk to Candace about the access to the room - Ravi • Can store inventories 3. Talk about monthly meeting • Monthly meeting – 1st Monday of every month 9:00 AM to 10:00 AM 4. Planning for Christmas Event • Funding from GSA for the event – tentatively around \$750 • Date fixed – 19 Dec, Time: 11:00 AM to 2:00 PM • Booking Hardy Lab – Ravi • Follow up on SurveyMonkey Link for info – Adit • Proposal Submission to GSA for funding - Akhila • Food – Pizza + Samosa + Dhokla for now (not fixed) • Drinks – Cold Drinks from Costco
	Next Meeting: November 9 AM to 10 AM