



Meeting Minutes

DATE: 01 Dec, 2025

TIME: 1:00 PM to 2:00 PM

LOCATION: 1B08.4

Meeting called by	Ravi
Type of meeting	Regular Meeting
Minutes taken by	Adit
List of attendees	Adit, Ravi, Farzana, Akhila, Binod
List of absentees	None
Excuses	
Agenda	<ol style="list-style-type: none">1. Christmas social event planning<ol style="list-style-type: none">a. Room booking follow-up on the Hardy labb. RSVP and poster plan for the eventc. Menu and games discussiond. Sending invitations to professors and any other guest2. Discussion on the grad social event volunteering3. Updates for the executives on the 3MT and EGCR plans4. Discussion on the EGCC feedback questionnaire to the grad students
Content	<ul style="list-style-type: none">• Ravi- Based on the availability 2C44 was booked and searching for any possible alternative options in the Eng building• Adit- working on the RSVP and poster and circulating them from Dec 8- 15• Games Jenga (4) are available and planning for adding some other board games to the social gathering event• Menu: Pizzas (dietary restrictions will be inquired in RSVP), cold drinks, and samosas• Ravi- invitation email to the prof will be sent to Candace on Dec 15

	<ul style="list-style-type: none"> • Akhila- sending invitation email to CGPS for Christmas social event • Akhila- updated group with the meeting with CGPS on the conduction of the 3MT workshops, and other details required for the events funding • Submitted individual Exe. availability for Graduate Commons Open House (Jan 8) volunteering
	<p>Next Meeting: 1st week of December depending on availability of all executives</p>