Agenda

- **Introductions**
  - Allison: advisor focusing on science, graduate workshop series
  - SCI team: beyond the BSc in January

- **Ideas for SCI Fair this year concept, dates, collaborators (LFS?)**
  - Career Month
  - SCI Fair (March 2, LSC) 5:30 -- 7:00
    - Companies that hire BCs students
    - Work with the **co-op office** and ask about companies
      - Contact them asap
    - Filter a live feed - what platform to use vs. sheets in the box
    - Workshop from CPC: Resume/Cover letter review clinic session
      - 1-to-1 is more specific
      - Short skim through the resume
      - Recommend them to further resources
      - Allison ask for staff support
  - Science networking event (March 16, Great Hall South)
    - Can be targeting towards year 3 and 4 students (different target)
  - Beyond the BSc (SCI team): very similar to our event
    - Difficulty to connect with the alumni office
    - Meet up with the co-chairs of SCI team (Ina Lin and Amanda Chao)
    - Think about how the event can complement SCI team event
    - SCI Team - Research and Development Committee
  - No collaborator

- **Where you might be looking for support from the Centre for Student Involvement & Careers this year**
  - MC for panels
  - Career peer coaches for workshop during SCI Fair
    - Potential topics: resume, cover letter, information interview, networking
  - How to contact alumni? Alumni center has connections to SCI team

- **Project Plan – roles/responsibilities/timelines**

- **Grad Workshop Series**
  - [https://science.ubc.ca/students/grad-workshop-series](https://science.ubc.ca/students/grad-workshop-series)
  - Informational interview and networking
  - LinkedIn
  - Resume and Cover letter clinic - 5:30 - 7:00 - March 2nd
  - Interactive Interview Practice

- **Allison: event planning, career education (information on campus)**
- **Ask committee what Allison can help us with - developing a project plan - cohesive idea**
  - Usually have biweekly meetings

- **Science pay for LSC - ask Dr. Paul Harrison (agreement and funding)**
● Physics, Biochem, Biology
● Career Month: Coordinate with the other clubs
  ○ Start communicating with those clubs
● Have our career list ready - can help us contact companies who have a connection with UBC already
● Alumni who can represent their companies at SCI Fair/ second event - email them through a different contact

Action Items
● Matt contact Harrison for funding
● Get back to Alison (22nd) & Erin (8th)- January 3rd
● Environmental Scan
● allison.mander-wionzek@ubc.ca
● sciteam@science.ubc.ca
  ○ Talking to Erin about our 2nd event - similarities and find out what we can fill