SUS Mentorship Coordinator Meeting Minutes
DATE: September 6, 2017 | TIME: 5-6pm | Abdul Ladha Rm #105

I. Attendance
Present: Kennedy Chow, Harman Grewal, Simran Bhaidani, Michelle Lisonok
Regrets: Jennifer Cheng (SUS Council Meeting)

II. Timeline for the year
a. Go through spreadsheet

III. General input from coordinators
a. How to make program more enticing for grad students

IV. Pairing Form and Pairing system- thoughts and ideas
a. Needs to be filled out before Kick-Off Event for commitment
b. Disclaimer about not being guaranteed

V. Do you want to present? (coordinators)
   a. Breakdown of program
   b. Rules and expectations

VI. Meeting Goal: Kick-Off Event planning and delegate responsibilities 5-7pm
   a. Mentors 30 min early before mentees (5-530pm)
   b. Small program introduction to mentors first, then mentors + mentees (10min 530-540pm)
   c. Icebreaker→ human bingo (5:40-5:50)
   d. Meet and greet speed dating (3-5min including transition, 45 minutes total)
   e. Dinner/Mingle (6:35-7pm+)

VII. Food budget
   a. Sponsorship→ need to have places in mind and reach out to sponsorship team
   b. Grad students involved, NOT pizza, high quality food...

VIII. Plan for next GSS meeting
   a. Questions for GSS?
   b. Pairing forms for mentors
   c. Run through event plan and get their opinions
   d. What does GSS want included in Event Info Session
   e. Does GSS want to present in Event Info Session

IX. Do we want mentee training (in addition to already booked mentor) from CSIC?
   a. NO

X. Design/edit new mentorship program handbook
   a. New things to add
   b. Emphasize high expectations for everyone in program

XI. Rough timeline for Kick-Off Event and October 5th training
   a. Dates/deadlines
   b. Get food by when?
   c. Get GSS responses
d. Marketing

XII. Extra — go through mentorship program book with them and see if they pick anything out important

ACTION ITEMS
1) Jen follow-up with Mentor Orientation person
   a) Put in Distillation week before
2) Think of rough budget
3) Simran look into food sponsorship from deli ASAP
   a) Backup from grocery store → sandwiches (chairs orientation), pasta salad, vegans/vegetarian options
4) Kennedy GET GSS EMAIL REPLY asap
   a) Finalize pairing forms
5) Jen/Kennedy → figure out info session programming at beginning of each segment
6) Coordinators → work on human bingo (Sept 10th), speed networking cheat sheet (Sept 20th)

PAIRING FORMS
7) MENTEE → Name, Year, Major
8) Interests outside field of study? 250 words max
9) What do you want out of this program? 250 words max
10) Personality questions?
   a) In 250 words or less, write about anything
   b) Mentors they clicked well with at the kick-off event and would want as a mentor (top 3 ranking system)
   c) Male/Female Mentor preference
11) MENTOR → Name, Field/Level of Study, Undergrad/Additional Degrees
12) How many mentees?
13) Hobbies and other interests outside of academia
14) In 250 worlds or less, write about anything