**SUS Mentorship Coordinator Meeting Minutes**

DATE: September 18, 2017 | TIME: 5-6pm | Abdul Ladha Rm #105

1) Make-up icebreaker/introduction
2) FOOD!
   a) Options
      i) Costco
      ii) 1 or 2 before
   b) Budget
      i) Under $100, $150 max
3) Promotion strategies
   a) Group thunderclap?
      i) We all share on Thursday
      ii) SUS fb repost on Monday
   b) Invite all your friends
4) Finalize structure/schedule of Kick-Off Event
   a) Status of Human Bingo and Speed Networking Cheat Sheet
5) Prepare presentation/info session (PPT?) for Kick-Off Event
   a) GSS presenting to mentors in first 20 min
   b) Make a template for GSS
   c) Things to include:
      i) Overview
      ii) Expectations for mentors and mentees
         (1) How the check-ins work
      iii) Benefits for both parties
         (1) Social events and professional development
         (2) Alumni event
      iv) Rough timeline
6) Facebook group with everyone on it
   a) Make after event
7) Pairing
   a) First come first serve
   b) Which mentees are most into it
8) Draft email to signed-up mentors & mentees about mandatory Kick-Off Event (send 2 days before - 25th)
   a) Include the disclaimer that we cannot guarantee a match, but will do our best
   b) Dress code: business casual
   c) Free food
   d) Type form:
      i) Username: haiger.ye@gmail.com
ii) Password: jenger

9) Debrief of Jen’s meeting with CSIC
   a) Discuss Oct. 5 mentor training

10) Discuss roles for this event
    a) Email/Marketing
    b) General Logistics
    c) Workshops/Events/Programing

11) Contact first 14 applicants we don’t have emails for
    a) Contact them asap
    b) Find on fb by end Friday

12) Mentor training
    a) Get food

13) Discuss using Mentorship email and Slack?
    a) NO

14) Academic Social
    a) 7pm on Tuesday the 3rd

**ACTION ITEMS**

Jen
- Distillation
- Email GSS execs to promote it
- Find venue for Oct. 5th training (Nest?)
- Fix the sheet to include dietary restrictions

Kennedy
- GSS check-in
- Draft message to hunt down the 14
- Draft the email to send out to mentors/mentees about mandatory event
- Stop emailing personal email accounts

Coordinators
- Call costco to see what they have (harman)
  - Vegan & meat options
  - Drinks
- Email marketing to post the mentorship fb event again for monday (Michelle)
- We share on Thursday @ 7pm
- Come up with 9-12 questions for speed networking
  - Diff question per person but can ask anything
  - Questions that pull a personality out a bit more
- Make cheat sheet
  - Relevant info (meet once a month, the events, etc)
- Make template for powerpoint by 25th (simran)

Hello _______, I am messaging you on behalf of the GSS x SUS Mentorship Program. If you filled out our online pairing form, you may have realized that we initially forgot to add a contact info box. If you don’t know what this about, I probably found the wrong person on Facebook and you can ignore this. But if I found the right person, could you please send me your email so that I can add it to our database. Apologies for the inconvenience and thank you in advance!