I. **Attendance**
   Present: Michelle, Lee, Harman, Kennedy, Jen
   Regrets: Simran (excused for exam)

II. **Welcome Lee to the Committee!**

III. **Pairing Debrief**
   a. Emails sent?
      i. Sent!
   b. Unpaired mentors→ rejection emails?
      i. Getting sent out
   c. Pairing all done!!! (40 pairs)

IV. **Social Event**
   a. Brainstorming from Oct. 2 meeting
      i. **Beer**
      ii. Potluck→ with your pair
      iii. Games night upstairs
      iv. Dodgeball/Capture the Flag→ physical/interactive activity?
         1. Later?
      v. **Lee breakers**
      vi. **Mafia**
      vii. **CAH**
      viii. **Games night with a bunch of little games**
         1. Two truths and a Lie → break into smaller groups
         2. Rolly Chair Ultimate Thing
         3. Trivia (pair teams)
         4. Guess the Song
         5. Charade Relay
         6. Water Pong, Jenga, Cards Against Humanity
   b. Possibly a place for the mentors-mentees pairs to first meet
   c. Sometime in November
      i. Nov 8 (Wed), 7th backup, 5-7pm
   d. Something that the pair can do together + forces them to work together
   e. Food: sushi, pizza, refreshments

V. **Facebook Group**
   a. Make a Facebook group that’s private and send a link through email so they can request to join
   b. “If concerned about privacy…”
   c. Easier for us to advertize, can ask question if they want

VI. **Checkups**
a. suggestions for how to "structure" meetings, what to discuss with each other etc.
b. Form for check up
c. If you have concerns email directly

VII. **Brainstorm for Next Pro-D Event**
   a. Partner with CSIC (who hosted last time), or go through Careers committee
   b. Target both audiences
   c. Professional Networking, Time Management

   Jennifer
   - Resume and cover letters
   - Interview preparation
   - Skills to succeed at work
   - LinkedIn
   - Job search strategies and networking
   - Mentee/mentor orientation for career-related mentorship programs
   - Professional communication
   - Dealing with nervousness related to career or other environments
   - Career exploration

d.

VIII. **Timeline for Rest of Year**

<table>
<thead>
<tr>
<th>September</th>
<th>October</th>
<th>November</th>
<th>December</th>
<th>January</th>
<th>February</th>
<th>March</th>
<th>April</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early</td>
<td>Program Advertising</td>
<td>Mentor Training (5th)</td>
<td>Social Event</td>
<td>Online Survey?</td>
<td></td>
<td></td>
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<tr>
<td>Mid</td>
<td>Sign Up Advertising</td>
<td>Pairing</td>
<td></td>
<td>Social Event?</td>
<td>Alumni Event?</td>
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<tr>
<td>Late</td>
<td>Kick-Off Event (27th)</td>
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<td></td>
<td></td>
<td>Pro-D Event</td>
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</tbody>
</table>

**ACTION ITEMS**

Kennedy
- Collect receipts for reimbursements?
- Make Facebook group

Harman
- Send out e-mail about social event (ask for RSVPS)

Michelle
- Go to Committee Meeting Minutes folder on shared drive and change the minutes into PDFs and re-upload

Simran
- 

Lee
- Look into food (40 ppl, look into both pizza \([\text{pieR}^2, \text{freshslice}]\) and sushi prices)