I. Attendance

Present: Jim, Farhan, Thomas, Cathy

1) Updates on action items
   - Jim has reached out to Allison to inquire about LFS contact, waiting to respond
   - meeting arranged before August

2) Interview format designed:
   - Jim will find a weird item to sell for part IV
   - Farhan will initiate "stress question" for potential applicants.
   - ask about how many courses, what evenings their free etc. to see when is the best time and
     assess their commitment

3) Deciding meeting dates:
   Jim: MWF, preferably W
   Farhan: any day
   Thomas: Tues, Wed, Fri
   Cathy: any day

4) Make careers@sus.ubc.ca the official email for careers for communication, abandon the gmail
   one
   - do this to avoid confusion
   -Action item: copy gmail drive to sus email drive Thomas
   - both committee and chairs will use the same email

5) Sci-Fair
   - process and event will be quite similar
     - finding companies etc.
     - goal is to find diversity in companies -> no focus on one area
     - entire committee to contact companies
     - series of emails to be designed: initial email, follow up email, interest in being a panelist email
     etc.
   Layout: panelists, boothng, keynote speaker
     - Type in questions for moderator to ask the speaker

-SCOOPS for SciFair or even careers conference
6) SUS Conference  
- again SCOOPs, career coaches, committee itself hosts a workshop, SciFair promotion

7) Campus Jobs Events  
- recall: invite other undergrads with campus job events – “speed-dating” format  
- it was two weeks after SciFair

8) Collaboration with Science Clubs  
- coordinate to make a schedule of all our careers nights across various science clubs/  
- will work with Clubs Commissioners

9) Interview times:  
Week of August 7, interviews starting after 6.  
- Hire 6 + councillor +/- 1

10) First Meeting  
- will decide after interviews

Meeting adjourned at 6:34