SUS Careers and Professional Development Committee Meeting

10/04/17 | 18:30 | Abdul Ladha Rm #103

I. Attendance

Present: Jim, Farhan, Morris, Liheng, Alisa, Alyssa, Cathy,

Regrets: Thomas

Agenda Items

● Welcome new members!
● Overview of this year’s events
  ○ Speaker Series
    ■ Farhan contacted the Alumni Centre to see if they can connect us with a few alumni
    ■ Dates: November 2nd, 23rd (Wednesdays are ok if needed)
  ○ SCI Fair
    ■ Morris, Alisa, Alyssa
  ○ Undergraduate Networking Night
    ■ Liheng and Judy
  ○ Conference (January 20)
    ■ Conference workshop ideas
● Pro-D Workshop ideas
  ○ Mock interviews (timed task like our interview)
    ■ IT interviews give coding problems that must be solved in time
  ○ Interview prep (long-term practice/expressing ideas/speak out/persuasion)
  ○ Excel/basic coding workshop
  ○ Time management/self-discipline/execution of a plan/staying away from distractions
  ○ Application: how do we approach someone, how to convince them, how to cold-email/follow-up, what kind of offers to accept, how to make the most out of your job
  ○ Writing resumes/cover letters for different jobs, tailoring resumes/cover letters to specific jobs

Action Items

● Jim will book Lahda, November 2nd and 23rd, 4:30-7:30pm
● Farhan will talk to the Alumni Engagement Officer about outreaching to alumni
● Decide who will do SCI Fair and Speaker Series (can do at the social)
● Brainstorm some companies/organizations to contact (2 per person)
● Cathy will post a poll to see who can come to the SCI Team events on the 17th/18th
- We will be brainstorming emails next meeting