SUS Mentorship Coordinator Meeting Minutes  
DATE: November 14, 2017 | TIME: 5-6pm | Abdul Ladha Rm #105

I. Attendance
Present: Lee, Harman, Simran, Michelle, Kennedy  
Regrets: Jennifer (excused, another SUS-related meeting)

II. Post-Games Night Email and Feedback Form
a. No responses to form yet...
   i. Email went out today, people are starting to respond!
b. Any RSVPs to November 30th Pro-D Event?
   i. Yes getting some RSVP’s (3)

III. Facebook group
a. No one has requested membership yet...
   i. People are starting to join.
   ii. Need to send another email to mentors/mentees to invite them to the group?
      i. The email just went out today, will wait a bit.

IV. Pro-D Event → November 30th 5-7pm
a. Professional Networking & Time Management → Jen meeting with CSIC
b. Food
   i. Ask Delly for sponsorship (Simran)
      1. If they can’t do this event, maybe ask about the one in January?
   ii. Pasta again from Costco best option (Harman)
      1. Check about customization (bulk serving size) and vegan options
      2. Think about heating up pasta
         a. Ponderosa oven, hot water bath, microwaves in Buchanan,
            Gage oven?
      3. Last time it was about $120-130, but probably going to be less
         from Costco.

V. Next Social Event Brainstorming
a. End of January social
   i. Wine and watercolors → lots of forms and security needed
      1. Forms, security, Serving it Right
   ii. Trampoline park, scavenger hunt in their pairs (3), make an escape room,
      non-alcoholic version of watercolours (2), skating (1)
   iii. Turn our options into Facebook poll once more members
b. Grad students wanted more LinkedIn/Resume workshop stuff
   i. Or tell them about resources/other events they can find this
      information → Share it in an email perhaps
c. Undergraduate students want to know how to apply to grad school
   i. Talk about this with their grad students!

VI. General/Any Other Business
   a. How to engage and entice more program members to come to our events
      i. Maybe Facebook group will help!
   b. Anything else?

ACTION ITEMS

Kennedy
- Schedule meeting with GSS
- Reimbursements pick-up reminder (3rd floor AMS offices, by elevators on Qoola side)
- Master document for Mentorship budgeting

Harman
- Check with Costco about food + customization (pasta) for November 30th Pro-D event

Michelle
- Upload PDF minutes to Drive folder (Committee Meeting Minutes, follow email instructions from Kim and put into proper format)

Simran
- Ask Delly about food sponsorship for November 30th Pro-D event or next social event

Lee
- Suggest creating learning objectives to go through with mentors (optional)
  → wait for more people to join Facebook group before posting in Facebook group

Jen
- Meeting with CSIC about Professional Networking/Time Management Pro-D

Timeline for Rest of Year

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<th>September</th>
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<th>December</th>
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<td>Early</td>
<td>Program</td>
<td>Mentor Training</td>
<td>Social Event</td>
<td>Online Survey</td>
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<td>Advertising</td>
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<td>Mid</td>
<td>Sign Up</td>
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<td>(Wine &amp; Watercolors)</td>
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