DATE: November 1, 2017 | TIME: 5-6pm | Abdul Ladha Rm #103

Present:
- Everyone else

Regrets:
- Eunice, Jen

1. Networking
   a. Contacted, update the spreadsheet

2. Workshops
   a. Submit a very detailed document of the workshops
      i. Ie: time, what people should get out of it, number of people per workshop (approx. 30)
   b. What to do after your degree workshop
      i. Take this workshop out since it overlaps with some other workshop science has
      ii. Instead after a skills workshop or time management workshop
         1. Ie: basic coding or excel
         iii. Or reach out to that alum that speaks about the importance of start up

3. Sponsorship
   a. Ask Rex if you ever need sponsorship for anything
      i. Refreshments, gifts for the speakers/presenters, raffle prizes
   b. Come up with a specific list of things we want (Joon)

4. Budgeting
   a. Around $1000-1300 for food
      i. 2 levels: Classic vs. Premium
      ii. Look at the FOOD document
      iii. 2 choices: any 2 classic ones = $17/person
          1. Maybe have one classic choice + one vegetarian
          2. Or 2 classic choices + one vegetarian = $2600
iv. When people register, we’ll have to ask their food preferences
v. Maybe meet with catering to help us customize the catering
vi. Figure out if we can use outside food or if we have to use catering

5. Marketing
   a. Post something so people knows it exists
   b. This logo:
      https://www.dropbox.com/sh/6drch9a28rzaiqu/AAB4JTEUCSDxS61Wq0-DuYla?dl=0
      i. Possibly too dark and movie like
      ii. Refer to photo of draft logo and poster
          1. Give ideas to Eunice
   c. Start advertizing mid-November
      i. “Stay tuned for early bird tickets” or actually have the tickets sorted out

6. Tickets
   a. Only have digital tickets
   b. Eventbrite, showpass, look up other platforms...

7. Keynote
   a. Give Ann until November 10th to reply so that we can contact our next speaker if necessary
   b. Next option: Dr. Santa Ono