SUS Careers and Professional Development Committee Meeting
01/10/18 | 18:30 | Abdul Ladha Rm #104

I. Attendance

Present: Thomas, Avril, Liheng, Lee, Alyssa, Cathy, Judy, Morris, Farhan, Jim, Alisa
Absent:

Agenda Items

Things to discuss in today’s meeting

1) Marketing timeline
2) Companies and panelists
   - Follow up with companies highlighted yellow before January 12
   - New companies: include a deadline of Jan 26th to respond by in the email

Panelists
- One committee member will liaise with one panelist
  - Emily (life science)
  - YK (non life-science)
  - Roy (life-science)

3) SCI Fair Duties
   a) Logistics (Morris, Alisa, Avril)
      i) name tags, getting dinner for companies/panelists, drinks/snacks for attendees, Rowe’s, getting SUS photographers, finalizing timeline of event, sound equipment, registration
   b) Marketing (Lee and Alyssa)
      i) Distillation, SUS facebook, making event, coordinate with graphics to make posters and cover photo, prof slides, classroom announcements, timeline for hiring volunteers
   c) HR (Liheng, Judy, and SUS HR Person)
      i) Formalizing interview and hiring process with SUS HR person
      ii) Create a timeline for volunteers
      iii) Day of: Directing volunteers
   d) Meeting soon with Allison – company fills out form Allison sets up (food restrictions, who’s coming, bio)
   e) Make/finalize timeline of actual event

4) Some logistics (time permitting)
   a) Midterm dates

Action Items
- Everyone: Follow up with companies highlighted yellow before January 12
• Jim: Post Co-op companies
• Farhan: email the next 3 panelists in our list
• Everyone: check the companies you’re in contact with to see if they offered to bring a panelist (change of arrival time to 5:15)
• Signing waiver next week
• Template emails for companies that have confirmed (the informative email) next week
• Allison meeting: name tags
• Everyone: fill in midterm spreadsheet by Jan 17
• Thomas: Secure HR person