SUS Careers and Professional Development Committee Meeting
03/07/18 | 18:30 | Abdul Ladha Rm #104

I. Attendance

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

Agenda Items

SCI Fair Recap (yay!)

- What went well?
- Thank-you emails
- Survey questions
- Pictures from Calvin Wong?
  - Ask him for the Google Drive folder, we’ll make a FB album

SNN

- 9 Speakers registered so far
  - Need resident advisor
  - SUNDAY 11:59 pm is deadline for new registrants
- https://docs.google.com/forms/d/1vqDXi3DSg5FlQtFUCepM3RF-hl6KFa1S6Gln-ddNnD0/edit#response=ACYDNhk8AfXbB1VEH69__13eXBJIZ9WpYYswrUbuVg6ARi3ov0tXEpETrIF_w
- Powerpoint featuring speakers
  - Jim and Alisa can work on that
  - Say which station they’re at

Marketing: https://www.facebook.com/events/1858638717553466/

- Facebook Shares!
  - Thunderclap at Sunday and Wednesday at 7pm
- SUS FB promotion: on 9 and 13
- Can we highlight a few speakers through SUS?
- Photographer: Avril

Logistics of actual event

- We’re booked Thursday Mar 15th 4-8pm
- Layout for the event
  - Set up: 4:30-5:30
  - Each station has a table, a chair for the speaker, and 3 chairs for the ppl
  - Food at 6:15 on the same floor
- Who can attend? And at what time?
  - Thomas: 7pm
  - Farhan: 6pm
  - Cathy: whole time
  - Liheng: 4:30pm
  - Alisa: 5pm
  - Avril: whole time
  - Lee and Jim: probably whole time
  - Morris: 4:30
  - Judy 5 pm
- Catering ($300 includes cutlery and drinks) - Alyssa
- Gifts for the speakers ($10 per speaker) - Thomas

**Action items from last time**
- Liheng: set up deadline for SNN speakers to respond

**Action items**
- Kipling: fill out speaker form
- Jim and Alisa will make the ppt
- Farhan will ask MDRU
- Cathy: ask Wayne,Termeh, Mario, Emma
- Cathy: social poll
- Liheng will send a confirmation email
  - When to come and what to prepare
- SUNDAY 11:59 pm is deadline for new registrants
- Avril: Alyssa is voluntold to take care of catering
- Thomas will buy gift cards
- Ask for alyssa and judy’s time