SUS Careers and Professional Development Committee Meeting
03/14/18 | 18:30 | Abdul Ladha Rm #104

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

Agenda Items

SNN
- 9 Speakers registered
- [link](https://docs.google.com/spreadsheets/d/1Hx1WkGyFpUhCfCPACrL-mmYwggCHWauhxKQS0xk03lE/edit#gid=0)
- final list
- Powerpoint featuring speakers
  - They’re assigned station numbers 1-8 (need to make print outs!)
  - 1. Jamie Magrill
  - 2. Kipling Ng
  - 3. Donna Lau
  - 4. Mikey Jose
  - 5. Aman Sharma
  - 6. Quentin Au
  - 7. Mario Bayubaskoro
  - 8. Emma Karlsen
  - 9. Lee Wang!! :o

Marketing: [https://www.facebook.com/events/1858638717553466/](https://www.facebook.com/events/1858638717553466/)
- Facebook share the SUS page’s post about our event
  - Thunderclap at Sunday and Wednesday at 7pm (aka now!)
  - Invite your friends (especially 1st years!)
  - Tell them we have $440 worth of free food to give away (that’ll get ‘em)
    - (Even tho our budget is $300, just tell them $440)
- Photographer: Avril

Logistics of actual event
- We’re booked Thursday Mar 15th 4-8pm
- Layout for the event
  - Set-up: 4:30-5:15
  - Event: 5:30-7:00
  - Tables arranged in semi-circle with students on the inside
○ Paper name tags for the speakers (print them off)
○ There are 8 tables upstairs in Ladha, so we need to grab one more
○ Need to set up the projector
  ■ Use the ppt that Jim uploaded to the group chat
○ Each station has a table, a chair for the speaker, and 2 chairs for attendees
○ Food at 6:15 on the main floor
  ■ Get food and go back to stations? Or get food and mingle?
○ When will we have the mingle?

● Who can attend? And at what time?
○ Thomas: 7pm
○ Farhan: 6pm
○ Cathy: whole time
○ Liheng: 4:30pm
○ Alisa: 5pm
○ Avril: until 6:30pm
○ Lee and Jim: probably whole time
○ Morris: 4:30pm
○ Judy 5:10pm

● Who’s going to MC?
○ Liheng

● No rotations

● Catering Updates ($300 includes cutlery and drinks) - Alyssa
  ○ Pita Pit, already gotten the quote

● Speaker Gift Updates ($10 per speaker) - Thomas
  ○ They will be bought before event

● Drinks
  ○ Included in the quote

Social (time permitting)
● This is our last formal meeting! :'(
● Dimsum social is either Sat Mar 31
● Chef Tony

Action items
● Jim: Add Lee’s / remove Larissa’s bio, edit access for transition report
● Thomas: reserve Mar 31 at 10 am at Chef Tony in Richmond

Action items from last time
● Kipling: fill out speaker form (done)
● Jim and Alisa will make the ppt (done)
● Farhan will ask MDRU
● Cathy: ask Wayne, Termeh, Mario, Emma (done)
● Cathy: social poll
● Lihong 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