SUS Mentorship Meeting Minutes
DATE: March 13, 2018 | TIME: 5-6pm | Abdul Ladha Rm #105

I. Attendance
   Present:
   Regrets:

II. Alumni Event
   a. Debrief
   b. Good food, good turnout, good structure

III. Check-in Emails & Survey Form Responses
   a. Feedback
   b. 6 responses
      i. Still some complaints about structure, some positive responses

IV. Transition Report for SUS and GSS Partnership
   a. Need to write this for whoever is running the program next year

V. Social
   a. Meet at Ladha at 5 next Tuesday (March 20th)

VI. General/Any Other Business
   a. Budget
      i. Money: spent about $412.48
   b. Thank-you email in the beginning of April

Dear _____,

As the year comes to a close, we would just like to thank-you for all of the time and effort you put into the GSS x SUS Mentorship Program. Without you, this program would not be possible so thank you once again!

While the program officially ends in April, we strongly encourage all pairs to continue their relations moving forward as we believe this mentorship program is highly beneficial to both parties.

We hope you consider participating in this program again next year.

Best regards,
**ACTION ITEMS**

**Kennedy**
- Reimbursements and Mentorship budgeting

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

**Simran**
- 

**Lee**
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**Jen**

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**Timeline for Rest of Year**

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<tr>
<td><strong>Early</strong></td>
<td>Program Advertising</td>
<td>Mentor Training</td>
<td>Social Event</td>
<td>Online Survey</td>
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<td><strong>Mid</strong></td>
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