

Engineering Graduate Student Organization

Meeting Agenda

November 30, 2017

5:34 PM

Type of Meeting: Full Officer Meeting

Meeting Facilitator: Erica Stevens

Invitees: EGSO Officers

- I. Call to order
- II. Approval of minutes from last meeting
- III. Old business
 - a) None
- IV. Position Reports
 - President – Erica Stevens
 - Engineering Career Fair that ESC was going to plan for the Spring isn't happening
 - Thanks for coming to the DPCD event (or finding a replacement), will send out a survey for feedback whenever I receive one
 - Have new International Student Rep – Lisa will give details
 - Planning a grad portion of the Women in STEM conference in the Spring (with Pitt SWE)
 - Anna is helping
 - GWEN is helping
 - Feb 10, 2018
 - Will be in contact about one-on-one position meetings and tip sheets
 - Will be conducting a testimonials survey for Stephanie Opalinski

- Similar to EGSO Survey
 - Shirts as prizes
- Vice President – Alvaro Cardoza
 - Ordered shirts! Should be in Dec. 5
- Secretary – Jean Liou
 - No December Newsletter: fall term ends on Dec 15th
 - EGSO December Events
 - Dan Cole's talk on Thu, Dec 7th in Benedum 102 from 5 to 7 PM
 - Ugly Sweater Party on Fri, Dec 15th in Benedum 102 from 5 to 8 PM
 - EGSO Website: front page: Instagram feed is not EGSO Instagram - fixed
 - EGSO Rep for International Students: 8 applicants... interviews - done
- Treasurer – Amir Mostafaei
 - End of Semester funds update
 - Take pictures of your receipts and update it on the spreadsheet
- Professional Development Officer – Sue Liu
 - Sponsorship package
 - Figuring out what sections we need and how to get it done
 - Dr. Cole's Presentation Styles event is next week
 - Need Amir to order pizza day before event
- Event Coordinators – Stephanie Wiltman and Kevin Mohsenian
 - Two events left for EGSO for this semester:
 - Dan Cole (Dec 7th, 5-7pm)

- Ugly Sweater Winter Party (December 15th, 4-6pm)
- Stephanie and I are in the process of figuring out the schedule for next semester. We will make sure to send this out to Amir, Erica, Alvaro, and Jean for budgeting approval.
- Please make sure to use the event planning form and please send two weeks in advance if possible so we can accommodate your room requests.
- Communications Officer – Omkar Lokare (absent) – Vaclav Hasik?
 - Away from Nov. 21 to end of semester
 - Website look incredible
 - Need raw files of flyers uploaded to Box
- Representative for International Students – Lisa Heirendt
 - New Representative for International Students
 - Piyusha Gade: PSG16@pitt.edu
 - International Student Committee
 - Zhimin Sun: ZHS32@pitt.edu
 - Please give access to the Box Folder
- EGSO GSA Representative – Yusuf Akinbade
 - ECE GSA Rep – Mohamed Bayoumy: Update about starting ECE GSA
 - Mohamed is the head and event coordinator
 - Mohamed calls for funds request

V. New business

- Funds request from Mohamed!
 - 12 pizzas and 6 large sodas with tips (total \$164) for 30 people
 - Approved for up to \$150

VI. Discussions

- Trivia questions for ECE?
 - Sue and Anna and Lisa can send to Mohamed!
- When to send SSOE Graduate Testimonials survey?
 - EGSO shirts as prizes
 - First week of spring 2018
- Email frequency, types, suggestions, comments
- Matt: tax info was informative!
- Lisa: reminders were helpful!
- Amir: job opportunity emails can be helpful! Post them on the LinkedIn Group?
- Shardul: can we get a mailing list of PhD candidates for job opportunities? Jean will look into it. ssoe-allphdcandidates@pitt.edu
- THANK YOU FOR A FANTASTIC SEMESTER!!!! You're all amazing.

VII. Adjournment