ECE USC Meeting

Sunday, 2/23/14

Jacobs Hall 5506

5:00-6:00 PM

Action Items:

* Kourosh
  + Fix up spelling/grammar errors in the Constitution
  + Reserve a room for the study room event, aim for Booker Room
* Andrew
  + Make a flyer for the Study Room event
  + Add a section for minutes on the website
  + Add the Constitution when Kourosh is finished with it
  + Add the announcements to the site when they’re up (week 9)
* Mehul
  + Draft an email to send applications out (week 9)
  + Edit the application to indicate that they will be required to attend meetings/shadow the current council this spring
  + Talk to Chynna about getting a list of ECE people so we can send out emails instead of her, ask about updating the ECE department website (our link)
* Josh
  + Meet with Charmaine about finances
  + Submit our constitution to OneStop – center for student involvement
* Tim
  + Write out the email to announce the study room event
* Michael
  + Make a Facebook page for the ECE USC

Meeting Attendees:

* Michael Chiang, Mehul Shah, Tim Searcy, Luke Zhu, Josh Jain, Andrew Hua, Youngtae Shin, Zhiye Zhang, Kourosh Khoylou

Study Room Event

* Monday/Tuesday/Wednesday Finals week, 5:00-9:00 each day
* Food/supplies will be stored at Mehul’s apartment
  + 5104, 1st floor of Goldberg Hall in Warren
* Things to get:
  + Coffee/Granola bars (not Nature Valley)/Fruit/Water/Bagels/Cream cheese/Cups/Napkins/Knives/Plates
  + Food will be set up near the front of the room
* Shifts
  + Monday
    - 5-7 Youngtae
    - 7-9 Michael
  + Tuesday
    - 5-7 Josh
    - 7-9 Kourosh
  + Wednesday
    - 5-7 Luke
    - 7-9 Zhiye
* First shift setup, Second shift clean up
* Email notices: week 9 and week 10
* Flyers will be put around Jacobs Hall