**All Minutes of Meeting:**

**MOM-ExecutiveMeeting 1 : 5-7-2015**

**Attendees: Vignesh, Ramu, Rajat, Ankita**

Every 2 weeks 6:00 pm

Programs:

1. Alumni connect - social media and website,

2. Hackathon

Tutoring - every Friday 4:00-6:00

Android - tutor - tutor registration - motivation system - freebies, certificate, point system, newsletter

attendees registration system

meeting place and time

pizza freebies

Mock interviews: all people bring few interview questions, common questions and then 1-1. 20 mins per person, 1-2 hours

Book and Room.

Things to do in summers:

1. Committees

2. Website - orgsync, register for volunteer, newsletter

3. App- notifications

4. Logo design for GESSA - Competition

5. Passport to ASU,

1 month to finalize the events and apply for funding.

Rajat: how to get graduate.asu.edu link for website

Ankita and Vignesh: create forms

http://asu.orgsync.com/org/gessa

**Meeting 3: 05/16/2015**

**Attendees: Vingesh, Ramu, Rajat, Ankita**

**Vignesh: Graduate tutoring event:**

20-30 students, 2 hours a week, Friday or Saturday afternoon

Approx. 4 weeks per session

2 or 3 options votes for technology to be studied.

4 September starting

Shades: Form for tutors.

Registration with votes or order of preference for subject.

Certificates, freebies, T-shirt

Food – 4 pizzas: 50-60 dollars

Form for registration, basic details, voting on a topic, department – on website

Rooms – in July

**Finance:**

1. Go to GPSA office and get funding part of GSO.
   1. June 15th for getting itemized budget requirements
2. Passport to ASU : budget 200 dollars
   1. Get a lot of things we need to buy. 50 T shirts, bottles, keychain, pen drive, bike lights, torch
3. Tutoring finances : 700 dollars?
   1. Certificates
   2. Advertisements:
   3. Food
   4. Tshirts :
4. Credit card on the name of our organization.
   1. By May end
5. T Shirt, Advertising funds
   1. 30 dollars per event limit – colored flyers,
6. Freebies

Budget:

2000 dollars

1500 for the events

500 freebies, promotion, miscellaneous

**Website**

Complete the Home part design.

Today - days to complete at the most.

7 days – design the forms for tutoring

14 days - Logo – Engineering and Science

Twitter handle

Rajat:

2000 dollars for a year or semester

1 Poster? ISA what did they do

**Meeting 5: 06/06/2015**

**Attendees: Ramu, Rajat, Sushrut, Pramod**

1. Sushrut and Pramod are both part of the team now. Welcome to both.

2. Designed 3 T-shirt designs for internal team, tutors and general students. Designs are shared at location:

Next meeting is 2 weeks from today: June 20th, same place

Tasks to be done:

Pramod and Ankita: to work on website, get it ready for eyes on.

Sushrut and Vignesh:

1. forms and process for tutoring, work with Ankita and Pramod

2. alumni connect forms and process

Rajat and Ramu:

get quotation of freebies, T-shirts.

Deadline: 20 June, please let us know at the earliest if there is any problem with the deadline.

Happy summers!

**Meeting 6:**

**Date: 06/20/2015 Time: 7-9 pm**

**Attendees: Akshay, Ankita, Rajat**

Akshay suggested guidance to new students program

To do:

global guide program at ASU already there- Akshay

they are starting with passport to asu

planning on fall welcome

mentor for everyone.

10-12 people volunteers with them

Collaborate?

launchpad on fb - rajat

courses, academics.

Strengthening their page and publicizing.

how much do we want to spend on passport to asu

tshirts – 38?

tshirts for tutors -12?

bottles – 50?

To do:

1. Everyone find and send quotations and suggestions of freebies, tshirts.

deadline of 15 july for giving out order.

2. graphic design programs and advertisement plan.

3. Finance – Rajat and Ramu to get funds from GPSA – most important.

MOM (7/18/2015)

Attendees: Rajat, Akshay.

1. Advertisement checklist shared with everyone. Deadlines and template for communication included

2. Attaching funding request to GPSA. Ramu to take notice.

3, Akshay met Global Guide representative. Good start to partnership

Next meeting: Next saturday (7/25/2015).

We will go to GPSA office to finalize the funding on a day next week. If the funding is finalized, we need to give out order for T-shirts and freebies in the following week. This will be a short meeting, where we will be finalizing things we need to buy and T-shirt design. We also will decide on next funding round application in this meeting.

Form link: <https://drive.google.com/open?id=1B_-HqATxZE6cr68UGf8wdhew8gijRs2A5IclhibPTTY>