**July 5 Meeting Minutes**

**July 19 Facebook Live**

Time: thinking 6 pm

Time cap

6-7,7-8 split maybe

4 people?? Per

Time: hour

Start at 6, goal is hour

Location: Design studio

Who’s computer~

Find out good camera

Engineering outreach, borrow

Media library

Microphones

Sarah asked ssc camera

Introduce all of us at the beginning then half leaves

Moderator: society on break

Sarah: asking equipment

CHECK audio before start

Test!!

**Rehearsal and prep wednesday**

Brief and to the point

* In person? Or skype in allowed for that day for mike and I (out of town)

**Diversity Day**

Diversity Day: Monday August 27

JHE Lobby, where students are welcome to mingle and learn more about their program societies and various identity based groups present in engineering! While the meet and greet is happening, we would like to run workshops in separate rooms throughout the day. As a program society, we were thinking you could work in tandem with our reps in the same program to schedule a crash course for first years. **This crash course would include information about your first year courses, study tips and tricks for individual course**, and anything else you feel relevant! We are not looking for this session to be exclusively an advertisement for your society, we really want to give these students insight into first year in Comp Sci, iBio or BTech. V

Powerpoint

* Brendan: If I understood through the static on my computer, feel free the edit the ppt, reorder, cut, etc. It was just a couple ideas thrown out there. Seth mentioned an order to the ppt but I’d suggest the following order: 1: Welcome+General student life (more exciting) 2. 1P10 3. Cell bio 4. General eng stuff (drier, more resources externally - less important)

Wait for more info from chelsea, so we don’t overdo it with time

Faculty Fest: Tuesday August 28 10am - 4:30pm

Usually make poster board or interactive thing like bring in solar car(N/A for us, but we can make an activity) maybe have a draw with a prize

Share info with first years

If you would like to participate please respond to this email telling us approximately how many people will be coming, and if you require us to order tables/chairs, extra extension cords, or you have plans to bring an interactive element please let us know!

Logo:

Facebook reveal, insta reveal

Advertise as society logo not program

Sinah official cherrie

Logo reveal- tonight

Symbols in logo

2 strands

Top left

Video for fun

-website facebook

-30 sec vids for events

-keeps active

Promo coordinator ~vp marketing

What to accomplish for next meeting:

* Finish planning out livestream (sarah) -
* Figure out how to announce logo (cherrie)
* Message Kevin Lu about logo (cherrie)
* iBiobios (everyone)
* Brainstorm for camp fire-general layout()(seth)
* Official time for beams meeting july 10 (7:30-8:30pm)
* Postcard layout(cherrie) buy them(faaria), reimburse akil(seth)