### MITSWE OUTREACH TRANSITIONS

# >> Off Campus Outreach

#### **Contact Information**

Please use this email address for all of your contacts.

## mitswe.offcampus@gmail.com Password: weloveswe

Questions? Email <a href="mailto:sweVPoutreach@mit.edu">sweVPoutreach@mit.edu</a> (will go to my gmail account). If you're ever unsure about anything, send me an email! I promise I won't ever get annoyed because you send too many emails. <a href="mailto:sweVPoutreach@mit.edu">sweVPoutreach@mit.edu</a> (will go to my gmail account). If you're ever unsure about anything, send me an email! I promise I won't ever get annoyed because you send too many emails.

#### Meeting Agenda

- Project In a Box
  - o Logistics: how to advertise it?
    - Event Outreach has a list of high schools in the local area that can be used
    - Look up local elementary/middle schools for contact information
    - Tell KEYs/WiSE participants to tell their schools, have flyers about it at outreach events to pass out
  - Set up website
    - Teacher sign up
    - Feedback section
      - Experimental results
      - Comments
      - Photos
  - o Assign Tasks
- Mason Elementary School Program
  - Logistics: How to organize mentors
  - o Possible activities to do
  - o Find a good name for this event
  - o Future Directions
- Shelters
  - o If no info from Neha, look this up ourselves
  - Brainstorm activities
  - Construct email/ call shelters
- Lawrence@MIT
  - Pick date
  - o What do we want to do?
- Teen Voices
  - Still waiting to hear back from them
- Open discussion: ideas/concerns?