**2018/11/06**

**Promotion**

* Sweater
  + Yiji will help out with sweaters
  + Cherrie needs to send out idea submissions form
  + Should get our own backup design in case
  + Timeline
    - Send submissions out tonight, Yiji email company tonight
      * Go out to first-year class for sweater designs
    - End submissions on the 13th
    - Finalize design company by 18th
      * Approval by Alexa
      * Minor edits
      * An announcement of design we chose
    - Nov 19 reassess timeline. Presales once we begin.
  + Konrad will ask MES if Drain can take order form for payments
  + Proof of purchase
    - Excel sheet, proof of purchase email
  + Distribute in Design Studio or have a small both where we distribute throughout the day in shifts

**Co-Presidents**

* Akil got the MES startup money ($700)
  + Just need people to represent us for SAGM
* SAGM Thursday

**MES iBioMed Representative**

* Marketing team form
  + 11 responses, will select 2 this week

**Academics**

* Will make a post regarding meeting with faculty over biochemistry
* Anatomy 2F03
  + A concern of why IBEHS take HTHSCI 2F03 vs ENGR 2L03
  + Make a google form for reviews of the course (max 200 words)

**Events**

Industry Night

* Do we want to do booths, presentations, speed networking, workshops (ex. resume critiques by employers)?
  + Split off the room and specialized areas for booths and speed networking
    - It’d be great if we could use little rooms around MUSC for this
  + Presentations would be tough

Employer outreach

* Who do we want to target? How will we reach out to them? How do we track communication with employers? Do we want to target international employers (ex. Biomarin in California, Stemcell Technologies in Vancouver)?
  + Whatever we get. International employers welcome
  + Emails; hopefully 1/member on both societies
  + About 8-10 companies
  + Track communication with employers using our excel sheet

Promotion

* Facebook event, OSCARplus calendar, posters, classroom talks
  + - Poster, FB event, OSCARplus calendar, 1P10 talks, word of mouth, ECCS email, Avenue (January), 2P03 talk
* Selected event committee; will send email to those that didn’t get in
* Interfaculty bowling night
  + Meeting tomorrow to finalize details with BHSS
  + Selling tickets soon
  + Payment
    - We pay, give the invoice to IBEHS faculty for reimbursement
  + Poster made by Sarah
* Confirmed no events for December

**External**