**GWF Meeting Minutes**

Facilitator(s): Vincenzo Coia, Andy Leung, Neil Spencer, Estella Qi

February 13, 2014

**Meeting description:**

The purpose of the meeting is to decide on the choice of faculty and the outline of the workshop.

We have decided on the following:

1. **Faculty member**

*Results:* Top choice is Professor Nancy Heckman.

*Actions:* Vincenzo will send an invitation email to Nancy. In the email we will ask Nancy for her availability. We will mention that we would like to her to provide us a rubric that she would use for reviewing a cover letter and perhaps briefly go over the rubric with us.

If Nancy is unavailable, we will ask for her recommendation of another faculty member.

1. **Job postings**

*Results:* Three job postings, one from each industry – academia, industry, and government.

*Actions:* Each one of us will find one job posting from the category we are responsible for: Academia (Neil), Industry (Andy), Government (Vincenzo).

1. **Catering**

*Results:* Lunch or light snacks will be provided depending on the time of the workshop.

*Actions:* Andy will look into how much we can spend on catering from the grad funds.

1. **Date of the workshop**

*Results:* Either March 14 or April 30 depending on Nancy’s availability.