



February 24, 2007, 11AM -12:15PM (PDR 1&2)

BOARD INTRODUCTIONS

- Introduction of Exec
 - Email address: swe-exec@mit.edu
 - Present:
 - Wendi Li (President), wendili@mit.edu
 - Sushama Dasari (Treasurer), dasarism@mit.edu
 - Julie Shi (Secretary), julieshi@mit.edu
 - Tina Ro (VP Outreach), tinajro@mit.edu
 - Connie Yee (VP Campus Relations), cmeyee@mit.edu
 - Not present:
 - Jennifer Yeh (VP Membership), jennyeh@mit.edu
- Introduction of Planning Board
 - Email address: sweboard07@mit.edu
 - Present:
 - Lauren White (Outreach)
 - Michelle Lustrino (Outreach)
 - Jijun Chow (Alumni)
 - Jenny Liu (Membership Development)
 - Jessica Leon (Membership Development)
 - Samiksha Nayak (WiSE)
 - Allison Taggart (WiSE)
 - Patricia Zheng (KEYs)
 - Nour Abdul-Razzak (KEYs)
 - Amy Leung (Scholarship)
 - Zhi Yao Luo (Director of IT)
 - Daon Ha (Career Development)
 - Maryelise Cieslewicz (Publicity)
 - Han Zhu (Publicity)
 - Shridha Nayak (Advocacy)
 - Nasly Jimenez (Advocacy)
 - Abby Clark (Course 9 representative)
 - YingFei Li (Newsletter)
 - Tiffany Cheng (Social)

BUDGET AND FINANCE REPORT

- Budget Spring 2007 (Sushama)
 - Keep in mind budget when planning events
 - WiSE may have a grant (~\$10,000)
 - CPW!
- CopyTech
 - Use Page 6 – the purchase will be automatically charged directly to SWE
- LaVerdes
 - Need to get a PO from one of the financial signatories (4 VPs, treasurer, president)
- Reimbursement procedure
 - Use green vouchers, staple with *itemized* receipts –you will receive a check at 5th floor student center
 - To give receipts to Sushama, place receipts in SWE office mailbox ‘treasurer’ (to the right of the door), and then email Sushama
 - For expenses over \$500
 - Get an invoice from caterer in advance faxed to SLP office – notify a financial signatory (who will fill out necessary paperwork),
 - Check will be sent directly to vendor (need 1 week’s notice)
- Questions? Contact Sushama, sdasaris@mit.edu

SPRING 2007 EVENTS

- Outreach (Michelle and Lauren)
 - E-week – Week at MIT Museum
 - Volunteers are needed 12-5pm
 - Beaverdash
 - Volunteers needed!
 - Call more schools, send more emails
 - Monday, Tuesday – volunteers needed to call schools (10 minutes per school)
 - Need help: food, snacks ordered, design t-shirts (cannot be in competition), buy (160) prizes (stick to chain places)
 - Right now have 6 kids signed up (goal = 80 kids)
 - ask Michelle and Lauren for information
 - Reservation needed: Booth in lobby 10, student center – Tuesday, Wednesday (Feb 27, 28)
- Social (Tiffany)
 - March 5 (Lobdell) – Finale study break
 - March 21/22 (Walker) – Meet Professors Dinner (catered by Brown Sugar café)
 - Movie/taco night
 - Cheesecake Factory study break
- Career Development (Katherine Kuan)

- April 9 - Autodesk inventor competition, submit program – judging (7pm)
- Email address: swe-conferences@mit.edu
- Reservation needed: Bush room, also room for 500 people (Walker?)
- Publicity (Han, Maryelise)
 - Publicizing regional conference (flyers, handouts)
 - Beaverdash
 - CPW
 - Reminder emails , email digests
 - Consider using space on projector screen in Infinite - \$125
 - Will adapt policy from last year – will send out by email soon
 - Email address: swe-publicity@mit.edu
- Newsletter (Yingfei)
 - Yingfei needs newsletter template (Microsoft Publisher)
 - 5th floor of student center has windows-based computers with MS Publisher
 - Submissions to newsletters – reviews of events, publicize events, whatever you want, calendar of events
- KEYS (Nour, Patricia)
 - March 17 – events for KEYS
 - April 21
 - Lots of things stored in PSC, need to be transferred – can use PSC for first session
 - IT/website – update application to online (transfer website)
 - Need volunteers (mentors lead activity – mentors make up activities)
 - Reservations needed: 2 rooms in building 2 or 4 (send Julie preferred rooms), second floor of building 4
- Advocacy (Nasly, Shridha)
 - April 23 - 2 seminar events planned out
 - Getting/deciding on graduate school (inviting admissions officer – differences in applying to undergrad/grad), graduate student panel
 - Life planning
 - Brunch event on weekend
 - Plan on having different speakers, faculty (already have career – balancing family/work)
- Course 9 (Abby)
 - March 22, April 13, May 4
 - Ideas: Grad/undergrad lunches, study break (theme undecided), mixer (with course 20 maybe). cohost event with BCSS, lab mixer
- WiSE (Allison)
 - Offshoot to KEYS
 - Dates are not set yet (meeting with PSC people 2/25)
 - Mentors needed
 - Going to labs perhaps? Exploration in different labs

- TEAL experiments, Janet Schneck (course 5), UROP professors to show labs (Course 6 – Edgerton), Stata (robotics labs)
 - Weekly/twice a month before -> during transition from PSC, 2-3 times during term
- Membership Development (Jessica, Jenny)
 - April 14, 15 - Regional conference with Northeastern (mini career fair, food) - schedule online
 - CPW – dinner (Friday/Saturday), would be nice if board members could come and talk about SWE (Mezzanine Lounge, 20 Chimneys)
- Career Development (Daon)
 - March 7 - resume workshop (5 industries – 2 representatives each – one on one resume critique, network with students)
 - Reservation needed: Bush room
 - May 4 – Meet the Professionals dinner
- Website (Zhi Yao Luo)
 - Needs to be updated!
 - Move stuff from PSC website
 - Contact if you want anything on the website
 - Beaverdash/signup website for KEYS/WiSE
- Scholarship (Amy)
 - Budget for Scholarships (see attached)
 - Scholarship recipients decided by faculty panel (5 judges – picked randomly, usually advisor is one)
- Alumni (Jijun)
 - Send good suggestions to Jijun
 - Last year, started compiling list of alumni – will send out email to alumni
 - General list of alumni – hopefully ready by next GBM
 - Speak with 100K – cosponsor event
 - Alumni reunion at end of May, sponsored by 100K and MIT – get involved networking event, resume workshop – somewhat overlap with career dev chairs

ANNOUNCEMENTS

- General Body Meeting
 - Feb 27 – Lobdell (7pm) – Thai food
 - Will be going around and introducing board members/exec
 - “Sell” events/advertising
 - Pass anything out for SWE/flyers – send out to SWE (bring to Copytech for copying -page 6)
- Closing remarks
 - For future – Saturday 11AM food for meetings?
 - How’s the food?