

## LMPFU Meeting Minutes – January 9, 2019

Present: Mike, Wenda, Jerry, Harvard, Laura, Ying, Ziqi

3:12 – Meeting begins

### Mentorship

- Meeting with Dr. Templeton next week
- **Laura** will continue to work with organizing
- Idea: Grad students/alumni of LMPs → have a social event

### Academic seminar

- Topic: Space Science & Gene Editing
- **Laura** and crew will handle (especially after conference): need to get it out of the way ASAP because of ASSU

### Conference

- Projecting 450 tickets sold by the end, so 30-40% is around 130-140 people
- Speaker issues resolved
- Food
  - o Contact vendors to make sure they'll be ready
  - o Also tell them to be ready in case of extras
- We have 10 tables, A/V is ready
- Feedback form to be printed (2 per page)
- We have a couple of nice lanyards: will ask Louella if department has more
  - o May need to reprint the name tags to be a little bigger
- **Jerry** will email Dr. Gotlieb/Templeton and presenters to confirm attendance
- Various tasks to do during the Conference
  - o 1 to handle registration, 1 to handle giving out Feedback surveys
  - o When speakers are speaking, execs will clean up breakfast and moving tables
  - o Lunch – one exec to keep in touch with lunch contacts to keep on schedule
  - o Tallying up points for poster rubrics

### Tasks!

- **Everyone** – review and print a copy of the [schedule](#) (or have it on your phone) to have on hand during the event
- **Everyone** – review the detailed schedule of our roles [here](#)
- **Laura** – retrieve alcohol with Jerry, order lanyards and assemble
- **Mike** – print out Feedback surveys
- **Harvard** – handle Feedback box
- **Jerry** – retrieve alcohol with Laura
- **Julie** – add Dr. Toby Rose as a name tag
- **Helen** – confirm lunch to be delivered on time (+ delivery, etc), also let them know there may be more than 100 (TBD after registration on the day of)
- **Abdullah** – confirm breakfast

4:07 pm – meeting adjourned