Meeting took place:

Wednesday, March 27 2013

RLC Library

4:00-5:15PM

Hey guys,  
  
Today we had an informal meeting in the RLC.  Morgan, Andrew, John, and briefly Tom contributed today to work out our plans for the GE Panel event tomorrow and the Let's Get Techy event next Friday.

Joe (and Morgan) - I apologize for not acknowledging all email updates you've sent me over the last week.  Joe, you mentioned you still had some questions regarding the content of the PowerPoint presentations for which you were gracious enough to volunteer.  Have your concerns been clarified?  If not, please shoot me a text and I'll try to answer your questions.  Also, because this is late notice, I also recognize your plans (particularly homework schedule) might have changed.  Please let me know if you need some help completing the presentation!

Morgan, Shreya just called me to sort out our mutual concern.  We both now understand what is going on in terms of how our activities and volunteers will coordinate.  She is waiting to hear back from the room reservation people, but other than that, her activity logistics are worked out.  She (and probably the rest of the girls) may want to stop by our training sessions next week to briefly explain their activity to volunteers (though it's self-explanatory).  Because our activity is dealing with so few children and we have a few (extra) volunteers, I offered to share our volunteers with the other groups, as you mentioned would be ok.  Let me know if this will be a problem, but I think we won't need an more than about 2-3 volunteers per activity.

As for the actual meeting that happened today:

-Tom gave John the ASME credit/debit card

-John will stop by Walmart tomorrow to pick up everything but the sandwiches for the GE meeting

-Andrew will pick up the loot from John at about 3:45ish.  All items will be fine being stored in his car (ice and drinks will be placed in a cooler).

-John is ordering the Subway sandwiches online tonight

-SOMEONE will pick up the sandwiches tomorrow before the panel ???  I'm sure you guys decided this, but I didn't hear who volunteered

-Morgan and I are making flyers, making a FB event, and talking to professors about advertising, etc.

-I'm hoping to prepare some sort of presentation and a list of questions for the actual event if the speakers do not come prepared with enough material to fill the time

Also, Morgan and I checked base with the professor who offered to give the Let's Get Techy kids a lab tour next week.  He plans to split the group up into 2 groups of 15 kids, send them to a ME lab and then a CHEM lab, then switch.

We also checked base with Dr. Rothman about both the GE panel and Let's Get Techy Events

Text, call or email me with any questions or concerns~!  As you know, I'm sometimes a little slow responding to emails, just because they take more time and they come in so fast, but if you need my immediate attention, please just call or text me! However, if you have a group concern/question, please email and CC everyone, so we all stay in the loop!

Thanks guys - it's a lot of stuff to coordinate, but I think we are now on top of things :)

P.S. Morgan and I will be checking out and assembling the robots this Friday between 11-1 in ITE.  If you're free, we'd always appreciate the extra help and having a few more people know what's going on.  Thanks!