Women in Computing Science (WiCS)
July 2023 General Meeting

Date: July 24th, 2023	**Facilitators**: Harpreet Dubb, Denise Siu
Location: Zoom	**Meeting Minutes**: Rachel Seong

Meeting STARTED at 7:31PM

ATTENDEES

EXECUTIVES

Harpreet	Denise	Mantaj	Archita
Ayana	Jasmine	Kaitlynn	Katie
Kimia	Sophia	Rachel	Gahee

MEMBERS

MEETING AGENDA

EXECUTIVE UPDATES

1. **Technical Coordinator - KATIE & ARCHITA**
   a. Resume review workshop happened
      i. Turnout - 5 people
      ii. Invited Mehreen and Anagha as reviewers
      iii. Introduction, general resume overview, reviewing resumes
      iv. 1.5 hours

2. **Secretary - RACHEL**
   a. Uploaded last meeting minutes
   b. Added the mentor lunch and barbie event photos to the website

    c. Added mentorship program mentor applications and grad panel event promo (will update link once provided) to the WiCS website

    d. Will add announcement about the Q&A session with Sana, CS 50th anniversary event

3. **Treasurer - MABEL**
   a. Will reimburse for the WiCS x WiE Barbie event
      i. Total cost: $236 ($118 for WiCS)
   b. Have reimbursed $118 for the Burnaby mentor lunch

4. **Communications Coordinator - MANTAJ**
   a. Will add following info to the newsletter:
      i. grad panel promo, Q&A promo, new logo launch, new common room, CS 50th anniversary
   b. Will arrange a meeting between our event coordinators & Women in Math

5. **Event Coordinator - AYANA & SOPHIA**
   a. Barbie event
      i. Show ups > signups !
   b. Fall 2023 events
      i. Currently brainstorming; hiking?
      ii. Will be an ice-breaker event within first two weeks of the term

6. **Grad Coordinator - KIMIA**
   a. Grad panel event
      i. Date/Time: July 31st 4:45-6pm
      ii. Location: ASB 10704
      iii. Open to undergrads & grads
      iv. Will have pizza and drinks
      v. Created a google sign up form; will share with marketing team

7. **Mentorship Program Coordinator - KAITLYNN**
   a. Will create & share a mentee signup form
   b. Planning a mentorship program welcome event for the Fall
   c. Added 1st year course schedules to the WiCS calendar
      i. Could refer to when deciding FROSH event dates

8. **Social Media Coordinators - GAHEE & JASMINE**
   a. Will post promos for mentorship program mentor recruitment, grad panel, Q&A session
   b. Posted a Barbie social recap
   c. Will be posting a video of the new common room on Instagram

      d. Hoodie merch
- i. Most voted: lavender, light pink, carolina blue

UPCOMING EVENTS & INITIATIVES

Date	Event
July 31	Grad Panel
August 1	Q&A with Sana

DISCUSSIONS

1. Logo changes
    a. Will be announced in the newsletter and on Instagram
    b. Logo needs to be changed for marketing

2. New WiCS Common Room
    a. Keys were distributed among WiCS execs
    b. Room pin: 1&3, 5, 4, enter (is it safe to disclose here?)

3. Mentor Lunch recap
    a. Everyone showed up & had a good time 🙂
    b. Was reimbursed $118

4. WiCS x WiE Social recap
    a. Joint event with other clubs was nice 😛
    b. Thank you Jasmine for the event props!

5. Try/CATCH Updates
    a. Going well
    b. Meetings: Tuesdays 8pm
    c. You are welcome to come help out!

6. CS GHC and CAN-CWiC Grants Updates
    a. Sent assignments (journal, vlogs of the event) to the grant recipients

  b. Will reach out to Justin (CSSS) for grants

7. Merch
  a.

8. CS 50th anniversary
  a. Date: Sept 23rd
  b. Tickets: $40
  c. https://www.eventbrite.ca/e/50th-anniversary-celebration-sfu-school-of-computing-science-tickets-659161669297?aff=oddtdtcreator
  d. WiCS booth?
    i. Mantaj is interested

MOTIONS

1. Motion for Panel
  a. $70 for pizza and drinks
  b. Motioned by Kimia, Jasmine seconds
  c. Motion passes

OPEN FLOOR

1.

ACTION ITEMS

RACHEL	- Post meeting minutes - Website - Grad panel, Q&A with Sana, new common room, logo
MABEL	- WiE x WiCS Social reimbursements + coordinate with WiE - Grad panel (happening July 31) budget tracker updates - Display Case
MANTAJ	- Send out newsletter - Reach out to Katie Hearn for CS 50th Anniversary event - Coordinate with Women in Math + update events/ technical coordinators
AYANA & SOPHIA	- Finalize event idea and main details for next meeting - Meet with Women in Math for social
KATIE & ARCHITA	- Brainstorm fall events - Coordinate with marketing for a resume recap post

KIMIA	- Host grad panel session - Organize with socials for promotion - Get/order supplies
KAITLYNN	- Mentorship welcome event planning - Mentee application preparation
GAHEE & JASMINE	- Post - - Mentorship program - Grad panel session - Q&A with Sana - New common room reveal - New logo - Hoodies - colour poll, design, check with company

Final Meetings:
- Aug 7th
- Aug 28th
- Exec Social: 3pm on Sept 1, 2, or 3 in Burnaby/ Coquitlam (VOTE)

Meeting ADJOURNED at 8:30 PM