

## AAPS Meeting Agenda

May 7, 2009

Members attending: Courtney, Melissa, Christin, Salin, Zaifang.

Members absent: Sucharita, Marie, Mikolaj, Dr. Li.

### I. Review from last month

A. Budget update (exact amounts for industry trip) – Sucharita email

----Action:

--Christin needs to search the information for the van(look at big and small size);

--Sucharita needs to search the information of the hotel.

----Food: We need get the detail about the food from Dr. Dziubla and pick up a place for breakfast.

----PGSM: We need to talk to Dr. Li about the PGSM.

### II. Spring Picnic

#### A. Completed items

i. Field reserved: Thursday, June 11<sup>th</sup>, 5:30-8:30 PM

----Action: Mellisa needs to contact with Catina to ask people who have cars to pick up people.

ii. Softball gear – Courtney/Zaifang

iii. Online food sign-up – Zaifang

#### B. Action Items

i. KFC order – Sucharita to order, Sucharita and Melissa to pick up

-need 150 pieces (mix of dark and white)

----Action: Sucharita is in charge of the ordering and Melissa helps her to pick up.

ii. Pick up of other supplies – Sucharita, Christin and Melissa

-table covers, plates, napkins, plasticware?

-drinks?

----Action: Zaifang need to confirm with Catina about the place of table covers, plates, napkins, plasticware.

--Sucharita, Christin and Melissa need to pick up the stuff on that day.

iii. Reminder Emails – Zaifang

-general reminder

-reminder about signing up to bring food

iv. Reminders to faculty about softball game

-Discovery – Marie/Sucharita

----Action: Marie, Melissa need to ask faculty again to come.

-Development – Melissa

v. Set-up volunteers

-Christin. Courtney.

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----Action: Zaifang need to ask Meria and Sucharita whether they are willing to be volunteers and confirm with them.

vi. Clean-up volunteers

-Melissa

-Christin.

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### III. Visiting Scientist Series June 4<sup>th</sup> (Dr. Cao)

A. Schedule-Confirm with Darlene-Salin

B. Dinner-? We just take care of dinner.

----Dinner: There will be no faculties go to the dinner. Salin, Mellisa and John or christin will take Dr. Cao to the dinner.

----Driver: In the morning and evening, Christin and Salin need to pick him up and drop down, respectively.

The picking up time is 8:00 or 8:30 am and Christin may take him to breakfast. Christin needs to confirm with Salin about the location of the hotel.

C. Lunch – confirm with department (Darlene)

----Melissa needs to confirm the Lunch with Darlene.

### IV. Summer 2009 Industry visit

A. Follow-up with Dr. Dziubla

----We need to work out the detail and have a meeting a week before the industry visit.

B. Date is set for 2<sup>nd</sup> week of July

i. List of students with part of the cost sharing \_Melissa

ii. questionnaire to students

----Melissa sends email to see who are interested in.

iii. decision on cost for trip Dr. McNamara

----Salin need to talk with Dr. McNamara about the budget around the end of May or early June.

iv. hotel drivers – online training?

----After we get the response from the questionnaire, we may decide the student drivers.

### VI. Other topics

Meetings over summer.

Fall picnic

Industry Trip