**Council of Biomedical Graduate Students**

**6/21/2017 Meeting Agenda**

**Location: HEB 233**

**Start Time: 5:04 p.m.**

**Present:**

Gayatri Subramanian

Cara DeAngelis

Jin Chen

Cory Howard

Amit Sopan Chougule

Yuqi Zhang

Fatimah Khalaf

Sarah Galla

Sneha Kumari

Faculty adviser: Dr. Jyl Matson

**I. Call to Order**

1. Introductions

2. Expectations

**II. Old Business**

1. CBGS email account access
2. Email access for new members pending. Gayatri will contact IT.
3. Emails sent to students need to be improved.
4. Representatives – secretary information and student lists
5. Pending
6. Contact information
7. Missing from
8. Constitution/bylaws – Risk manager, pharmacy students
9. Jin will send constitution/bylaws with policy modifications. (Pharmacy students position and risk manager tasks.)

**III. New Business**

1. Contact person for incoming international students
   * 1. Jin and Amit
2. Website
   * 1. Amit will be in charge of it. New council information and pictures need to be updated.
     2. Facebook maintenance-Amit
     3. Groupme app for group message?
3. Summer events:
   1. Student Orientation
      1. Campus tour- awaiting for Dr. William’s email.
   2. Fall Kickoff
      1. Cancelled this year.
   3. Lab coat ceremony
   4. CBGS welcome picnic
      1. Book Maumee state park on July
      2. Potential dates
4. Fall events:
   1. Career Forum
      1. Plan
      2. Potential speakers
      3. Potential dates
      4. Joint forum with Pharmacy
         * + Sneha will contact pharmacy council for potential cooperation.
5. Spring Events:
   1. 2018 Graduate Research Forum – March 14-16
      1. Guest speaker – Dr. Thomas Hornyak
      2. Location
      3. Funding: find potential sponsors. (Sneha)
6. Other
   1. Social events: Fall event, Christmas
   2. Fundraising activity – raffle baskets, t-shirts
      * + - Needs to contact UT branding office if we are going to use UT logo.

Sarah will ask medical school students

* 1. 2019 GRF guest speaker
  2. Proposed budget
  3. Strength connection with pharmacy students. (Emails, events, etc.)
  4. Credits clarification from Dr. Williams, then send out to students and registeration instructions ready for incoming students before they come.

Next meeting- July 19th, 2017

**IV. Adjournment**

**End Time: 5:38 pm**