**Council of Biomedical Graduate Students**

**1/17/2018 Meeting Agenda**

**Location: HEB 233**

**Start Time: 5:05 p.m.**

**I. Call to Order**

Gayatri Subramanian

Cara DeAngelis

Jin Chen

Cory Howard

Amit Sopan Chougule

Yuqi Zhang

Joshua Breidenbach, MMI Track Representative

Fatimah Khalaf

Joseph Lee, NND Track Representative

Sarah Galla, MD/PhD Representative

Cole White, BRIM/BIPG Representative

Sayani Bhattacharjee, First year representative

Faculty adviser: Dr. Jyl Matson

**II. Old Business**

1. **GRF Responsibilities**:
   * 1. Conducting Oral presentation: Cara, Fatimah and Josh
     2. Tables, Poster stands etc: Cara, Joe, Cole
     3. Publicity: JCCTR, Dean’s newsletter, UT News, emails and flyers - Sarah
     4. Food: Coffee and Juice for Day 1, Food for Days 1 and 2 – Amit
     5. Food setup: Picking up: Sarah, Sayani can help
     6. RSVP email and presentation for IISC display: Yuqi
     7. Abstract Booklet: Jin and Cory: 30 copies printed, upload on
     8. Gift: Gayatri
     9. Travel: Gayatri/Cara
     10. Additional funding sources: Syngene and Qiagen: Fatimah, BioBasic: Gayatri

* **Gayatri will send out materials needed for each part within two weeks.**
* **We got $4000 fund from GSA, things need to be fixed:**
  + **Notify Pharmacy and Biological sciences (Main campus) earlier about the GRF events.**
  + **Old GSA symbol was used in 2017 GRF booklet.**

1. 2019 GRF speaker–Dr. Janet Iwasa from University of Utah

- confirmed

- plan to include simulation center tour for her visit

**III. New Business**

**1. 2018 GRF:**

* 1. In touch with Dr. Thomas Hornyak for travel reservations - on going
  2. GSA meeting verdict
     1. **We should have a GSA rep in our council.** 
        1. **The Assembly Meetings will attempt to alternate days (Tuesdays & Wednesdays) and between campuses (Main & Health Science), next coming meeting:**
           1. Wednesday, February 21st**: Meeting at Main Campus in Student Union- Ingman Room, 6:00 – 8:00 pm**
           2. Tuesday, March 13th**: Meeting at Health Science Campus in Health Education Building (HEB)  – Room 105, 6:00 – 8:00 pm**
           3. Wednesday, April 18th**: Meeting at Main Campus in Student Union- Ingman Room, 6:00 – 8:00 pm**
     2. **GSA holds the Midwest Graduate Research Symposium every year**

Next Meeting – February 14th 2018

**IV. Adjournment**

**End Time: 5:23 p.m**