**Council of Biomedical Graduate Students**

**2/14/2018 Meeting Minutes**

**Location: HEB 233**

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

**I. Call to Order**

Gayatri Subramanian, President

Cara DeAngelis, Vice president

Jin Chen, Secretary

Cory Howard, Treasurer

Amit Sopan Chougule, Risk Assessment Officer

Yuqi Zhang, CAB Track Representative

Joshua Breidenbach, MMI Track Representative

Fatimah Khalaf**,** MOME Track Representative

Sarah Galla, MD/PhD Representative

Cole White, BRIM/BIPG Representative

Sayani Bhattacharjee, First year representative

Sneha Kumari, Pharmacy Representative

Dr. Kandace Williams, Faculty Advisor

**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

**Day 1: 16 judges, 8 first-year students need to be taken into account.**

**Day 2: Mi Hacienda. Numbers depend on the RSVP.**

* + 1. Food setup: Picking up: Sarah, Sayani can help
		2. RSVP email and presentation for IISC display: Yuqi
		3. Abstract Booklet: Jin and Cory: 30 copies printed, upload on
1. **Send out emails to ask participants for checking their abstract**
2. **We will use the color printers from Dr. Williams for the cover.**
3. **The binds etc. will be from Greenprint.**
	* 1. Gift: Gayatri
		2. Travel: arrangements made
4. **Will have dinner with keynote speaker on March.16;**
5. **Amit will send out email to council for asking availability and suggested places.**
6. **Keynote reception: coffee from caffitini**
7. **Ask Dr. Kandace Williams to be one of the final judges on March 16th. Ask if Dr. McInerney would like to be the third judge.**
	* 1. Additional funding sources: Syngene and Qiagen: Fatimah

**Wait company reply till the end of this week.**

* + 1. **Additional Info:**
			1. **Main campus- we’ve extended the deadline for main campus, but no one signed up.**
			2. **Pharmacy- we’ve got 7 posters, 1 oral registration from pharmacy, but the student who registered for oral didn’t get the poll.**
			3. **For oral, we have 12 participants.**
			4. **Judges: we don’t have enough judges for poster yet. Gayatri will send out emails personally- booklet printouts will be delayed.**

**III. New Business**

1. **Dean’s Award for Mentoring:**
* Nominate as a group
* Who do we nominate?
	+ **The information has not been advertised well.**
		- **Send out emails to students through council so that we can nominate as a group.**
1. **3MT**
* **Reps send out emails to students for advertising.**
* **COGS will hold a prep session on HSC next Thursday.**
1. **CBGS web page**
* **Send out an email asking students:**
	+ **How many of you haven seen this webpage?**
	+ **How frequently do you go to the website?**
* **Needs to advertise**
	+ **Ask James Molnar’s help to advertise.**
	+ **Re advertising the web page.**

Next Meeting –March 14th 2018

**IV. Adjournment**

**End Time: 5:45 p.m.**