**Council of Biomedical Graduate Students**

**3/18/2019 Meeting Minutes**

**Location: HEB 233**

**Start Time: 5:02 pm**

**Present:**

Cara DeAngelis, President

Joshua Breidenbach, Vice President

Sayani Bhattacharjee, Secretary

Amit Chougule, Treasurer

Deepti Gurung, Publicist

Cory Howard, CAB Track Representative

Briana Zellner, MMI Track Representative

Chrysan Mohammed, MoMe Track Representative

Robin Su, MD/PhD Representative

Mackenzie Abel, First Year Representative

Dr. Jyl Matson, Faculty Advisor

**I. Call to Order**

**II. Old Business**

1. **GRF Responsibilities:**
	* 1. Conducting Oral presentation: Thanks Bri, Josh, Sayani and Chrysan!
		2. Poster stands etc: Robin and Rajan will help with trifolds
		3. Helping set up poster judges with rules and clipboards – Thanks Mackenzie!
		4. Publicity: JCCTR, Dean’s newsletter, UT News, emails and flyers – Thanks Kelsey and Cara!
		5. Signs with directions to Mulford cafe for hallways – Thanks Josh!
		6. Food: Coffee from Tim Horton’s and pretzels for the morning poster sessions, followed by lunch from Grape Leaf
		7. Food setup: Picking up: Sayani
		8. Abstract Booklet: Thanks Cory and Deepti!
		9. Gift: Thanks Cara!
		10. Travel: arrangements made – limo service and hotel reserved
2. **Notes for next year’s GRF:**
	* + - Do not forget to arrange for a photographer before the event.
			- Participants need to be notified well ahead of time about penalties for late submissions.
3. **2020 GRF speaker** – Dr. Nahum Sonenberg

- confirmed

- send out email in March

1. **Costs of 2018-2019 CBGS Year**
	1. We need to gather all the expenses we’ve had and put in excel sheet
		1. Amit

**III. New Business**

1. **Set up – March 19th**
	1. Need 2 people more to help Robin and Rajan set up trifolds (MD PhD room) in the Mulford Café 5:00pm.
	2. Josh place signs (or do early on the 20th)
2. **Ordering coffee from Tim Hortons – Help Amit Wednesday morning**
3. **Go over and discuss judging rules**
	1. Judges should move in a group of three and decide the winner for their group before dispersing.
4. **Warning system for students for oral presentations**

Students were notified after they were done with 10 minutes of talking, after they were left with 2 minutes for questioning and when their time was up.

1. **Breakfast with Dr. Iwasa on March 21st 8am**

Next Meeting – April 15th, 2019

**IV. Adjournment**

**End Time: 5:30 pm**