CCD Mini Meeting Mar-13-2013- Minutes

Date: 03-13-2013

Time: 12:00 pm-12:45 pm

Place: 4.438 Levin Hall conference room

Attendees (10): Joanna Bremmer, Dr. Carla Kantara, Dr. Mridul Kalita, Dr. Anjana Kalita, Dr. Jonathan Paul, Mary Ann Manavalan, Maithri Krishnamurthy, Sergio Rodriguez, Stephanie Moya and Alice Bittar.

Topics Discussed:

1. Sample booklet designed by Mridul to be handed out to the attendees shown and approved (with minor changes- removal of ‘notes’ section for ease of printing) – 50 copies to be ordered.

2. Tasks assigned to officers:

   - Sergio: Check the quad room for capacity and if there is a table outside to fit the lunch boxes, sign in sheet (made by Stephanie), door gifts and booklets. Also, if there is a table available for the speakers during the panel discussion.

   - Mary Ann and Stephanie: Inquire about the gifts for speakers (total 15) with Angie; wrapping paper/ gift bags from Lisa Floridia. Mary Ann to also ask about the name tags for speakers.

   - Maithri: Inquire about food with Lisa Floridia (50 boxes with vegetarian options to arrive by 11:30am on Monday); Tegrity slot booking with Jenni Cash.

   - Anjana/Mridul: Responsible for the door gifts to be collected from Lisa F. and Jo. Pens and hand sanitizers to be collected from Jo too.
- **Carla**: Responsible for making sign boards leading to the quad room (near MRB and the School of Nursing)

- **Barsam and Carla**: Photographers for the event; Collect flip video camera from Jo for video recording as well

- **Sergio/Maithri**: will record the sessions using Tegrity. **Mridul** can assist if required.

- **Everyone**: Commit at least three people and bring them along on Monday. Also, prepare at least one question for the speakers.

3. Mridul gave an update about the system being ready to have CVs uploaded and submitted on the CCD website page using iSpace (Not yet active); Need to upload a UTMB template CV format on the website too.

4. Carla/Mridul will brief the audience about how to navigate the CCD website after the second event.

5. All officers required to be at the School of Nursing Quad room 1.202 at 11:00am on Monday morning to help set up the tables and any last minute prep.

**Meeting adjourned.**