

Dewar COE Meeting Documentation Form

This form should be completed by all non-statutory committees/groups for meeting associated with the COE.
Statutory committees are required to maintain formal minutes.
The completed form should be filed according to approved COE policies and procedures.

Committee/Group Name: CU1

Chairperson/Responsible Contact: LS/EH

Purpose of Meeting: Discuss attendance at GAETC + Marketing Resources

Date: 4/10/18 Time: 10:30 Location: Conference Room

Departments/Groups/Agencies Represented: LS HF EH SD LL DK TH DD

Primary Outcomes: GAETC ^{presentation} submission June 1 Registration \$190.00

Marketing supplies are needed.

Respond to Dr. Pate's inquiry email about Doctoral Students +

Dissertation format - focus on lit Review.. what skills are needed?

V drive transitioning to cloud - will be unavailable by the end of

Blazeview also going through some ^{changes} the year -

Actionable Items/Planned Follow-up: ① Need to get marketing information to SD very soon -

LS - table - booth - for GAETC

LL - popcorn / candy

DD - V cups - folders - pens * Dr. Koech - bags - VSU Logo

SD - call Karla (brochures - give away)