

In attendance: J. D. Mendez, Timothy Marsh, Pritesh Patel, Pam Knight, Kelly Burke, Mohit Gupta, Ravi Ayyer.

- Discussion of MSO tasks that need to be managed by committee members:
  - Pritesh offered to be a GSS rep and we will be looking for one other.
  - Picnics/Parties/Beer Brewing will be organized by Pam and Kelly.
  - IM manager to be assigned later.
  - It was noted that Matt Gawryla showed interest in being webmaster. He will be contacted about this opening.
  - We will continue looking for a manager of the Big Brother/Big Sister program, which may need a revision.
  - Mohit offered to be in charge of the seminar series organization.
- J. D. discussed the need for clarification between departmental TA duties and departmental service duties. He will be attempting to clarify this issue with the faculty in the near future.
- We will need to perform a membership drive for ACS PMSE in order to meet commitments to our upcoming graduate student chapter. We will contact students and provide a simple way to register and then maintain a list of current members.
- For the upcoming seminar series, we plan on having at least one plant tour, but probably only one plant tour per semester since this requires more of the students time.
  - A possible theme for the seminar series was to focus each seminar on a different sub-industry.
- In preparation for the upcoming ACES presentation for our department, Kelly and Pritesh volunteered to go to the planning meeting on Thursday 29<sup>th</sup>.
- In an effort to involve undergrads in our programs, we decided to include undergrads in seminar announcements. We will also review our other programs for ways in which undergrads can be involved.
- The next meeting was set for Wednesday, July 26<sup>th</sup>.