

Monday October 17 2016

UTMAGS Meeting Minutes

**1. Halloween Lunch Party**

Thursday Oct 27, 12-2pm, plan for 180 people. TD will give us \$1200. TD will have prizes for grad students to win. We will have Italian food (\$850), drinks and a candy bar \$250. We need to buy more plates. Ernest, Kamal and Lauren will pick up the Italian food and aim to get back by 11:30am. TD will come at 9am and we need to help them bring their equipment to the grad lounge and set up. Sam and Arjan are getting carts from Shipping and Receiving to transport the food.

**2. Career series mini workshop #2**

Wednesday November 23<sup>rd</sup>. \*\*\*Promote that each person needs to submit a one-page resume. Kayla and Lauren will get food from Costco but Sasha said we should look at getting muffins from another place. Plan for the same number of people as the first workshop: aim for 50-60 people, fruit, bagels, granola, cream cheese, muffins, juice, 3 take-10 Tim Hortons coffee, budget \$200-300. We need to pick up stationary supplies.