

Corporate Committee Meeting #4

Corporate Committee, The Engineers' Joint Council

January 31, 2008

1 Agenda

1. Take attendance
2. Sponsor check-up
3. EWeek schedule
4. Pre-EWeek logistics
5. During EWeek
6. Open floor time
7. Questions
8. Closing

2 Sponsor Check-up

1. Boeing (still on for evening events?)
2. IGT
3. AT&T
4. Bayer (Barnabas will give update)
5. Symantec (still running through depts)
6. Lockheed Martin (same as symantec)
7. Lithium (Jonathan will give update)

3 EWeek Schedule

Time	Tuesday	Wednesday	Thursday	Friday
10am-2pm	Boeing		AT&T	
4pm-5pm	IGT			
5pm-6pm				

4 Pre-EWeek Logistics

Our job leading up to EWeek is two fold. First, we have to make sure that any questions that corporations ask have an answer ahead of time. This is the responsibility of the **Logistics Packet**. Second, starting around the end of the first week of February, we will be advertising our Tech-Talk sponsors (IGT for now). Have you ever seen chalk-board messages in discussion section? This is exactly what we will be doing to advertise our Tech-Talk(s). Furthermore, we will be placing specific Tech-Talk fliers up around campus. I will send out emails that detail both of these operations. Sit tight.

4.1 Logistics Packet (Volunteers needed)

First of all, I would like to thank Siva Bharadvaj for taking point on this project. The logistics packet is a large compendium of questions and answers that we will be sending corporations roughly 1 week before EWeek. We need volunteers to help out with this effort. Here is what we need:

1. **“Minute Men:”** People whose phone numbers we will tack onto the logistics packet so that corporations always have someone to call for help/to answer questions. Right now, this is Siva and Chris F. **Would anyone else like to help out?**
2. **Lunch locations:** I need 1 volunteer to do a short write-up describing food accommodations on the **NORTH SIDE** (Hearst and Euclid). This is for the Tech-Talk participants and also in case the lunch catering doesn't work out (see “Additional Volunteers” below).
3. **Map from Campanile \implies Bechtel 101 Restrooms:** I need 1 volunteer to print out a map of campus and paint in a line from the campanile to the restrooms.
4. **Electrical Power to Campanile:** I'll be coordinating this with QJ.
5. **Parking:** Same story as with electrical power.

Some of you have already volunteered to answer Logistic Packet questions. Thanks a lot by the way! The effort helps immensely. We will now check your status on your questions:

1. **Lee Weinstein:** Directions to Bechtel 120abc (for tech-talks); Directions to Bechtel 101 restrooms
2. **Jonathan Lu:** Directions, once at Cal, to the Lower Hearst Parking lot
3. **QJ Flores:** Evening event times/locations/directions; update on electrical power
4. **Chris Fletcher:** Parking, update on power/rain situation

Siva Bharadvaj (Project Coordinator) Feel free to make any announcements at this time.

4.2 Logistics Packet Wrap-up

I would like all questions that can be answered by next week answered by next week. The DEADLINE for drawing up your maps, blurbs, etc will be: **Sunday, February 10th**.

4.3 Additional Volunteers

This didn't fit in with the logistics packet, but we also need volunteers for:

1. **Flyering:** For the tech-talk. This will be from February 7th – 17th.
2. **Chalk-boarding:** For the tech-talk. This will be from February 7th – 17th as well.

Lastly, we need the following volunteers DURING EWeek:

1. **Sponsor Greeters:** I need 1 volunteer / sponsor to meet the sponsor in the parking lot around the time when they are expected to arrive and walk them to where they are going: Campanile (tabling), Bechtel 120 (Tech-Talks). Ideally, if you got a sponsor, you should lead them around yourself. If schedules conflict, though, any corporate member can fulfill this responsibility. In doing this, you will distribute logistics packets and automatically check the corporation in. Business casual attire.
2. **Sponsor Clean-up:** This is the same as the sponsor greeter role, except that you will be helping sponsors pack-up/leave EWeek. 1 volunteer / sponsor. Business casual attire.
3. **Lunch (catered):** I need 1 volunteer / day to pick up food for corporations and bring it to their table at 12pm. I will arrange for some restaurant to prepare food and tell you where to pick it up. Plan on being free from 11am-12pm for this (but keep in mind that you select which day works for you).

5 During EWeek

Just as a recap, if all of the above gets completed, we will need the following volunteers during EWeek:

1. Sponsor Greeters [9-11am]
2. Sponsor Clean-up [2-3pm]
3. Lunch retrievers [11-12pm]
4. People on call (“Minute Men”) [24/7]

6 Open Floor Time

Here are items that are still up in the air. I need input.

1. **Evening Event Greeters/Clean-up:** We need evening event greeter/clean-up crews. Evening events are extended events, however, and I need to know if anyone can fulfill this role. If Boeing doesn't do an evening event, we probably won't need this.