

1. Lindsay seminar speaker lunch, more students in Lindsay Lecture
 - a. The department has started a new initiative where they welcome current graduate students for lunch with Lindsay lecture speakers. GSAC is creating a list of interested students. Students will be chosen (preferably on a voluntary basis) considering their current studies, their year in the PhD program, and their interest in academia vs. industry to give a diverse representation of the students to the visiting faculty. An email will be sent out to gather interest in attending these lunches.
2. Department Social / Reception with advisory council on March 5th, 2020
 - a. GSAC (with help in initiation from ChEGSA, thanks!) is working with the department to organize a department social with the Department Advisory Council, which consists predominantly of alumni from industry who review the department's outputs and provide feedback and advice to the department head. This will be organized the same way as the undergraduate social. Dress will be business casual. The main aim of this event is to improve interactions between the graduate students and the advisory council as a social interaction, it is not an opportunity to ask for a job. Fellowships and the Qualifying Exam awards will be handed out at this event. The event will start formally at 5PM with the presentations of these awards, then it will become more casual, allowing for social interactions. Currently, we are planning to hold this event in the JEB Lobby. We will ask Louis to lock the inner sliding doors, so they do not constantly open. They can still be opened with a TAMU ID card.
3. Origin License in Grad Lab (look at anonymous suggestions)
 - a. The department has shown readiness to purchase a few licenses, subject to pricing. We are in the process of obtaining purchasing quotes.
4. Email to Grad Students: Counseling & Psychological Service (CAPS) office hours in the Zachry Engineering Education Complex (ZACH 382F) Monday through Friday, beginning April 1st, 2020
 - a. CAPS will start offering office hours in Zachry in April. GSAC is putting together an email to send out in March informing students about specifics.
 - b. Link: <https://engineering.tamu.edu/student-life/student-counseling-service-in-zachry.html>
5. Yearly agendas (issue of the month)
 - a. GSAC is putting together regular semesterly/annual emails that will provide students with general information. Topics for these emails include...
 - i. Chemical waste disposal
 - ii. Placing orders
 - iii. Maintenance contacts
 - iv. Incoming student orientation: sample questions for PI and lab-members
 - v. Email about CAPS Office Hours in Zachry
 - vi. Email about Lindsay Lecture Lunch interest
6. Review on previously discussed items:
 - a. Survey – Ari
 - i. Completed and sent out to department. Ari will start looking at statistics, send reminder email in a week for those who have not completed the

survey. After two weeks, if enough responses, survey collection will be stopped.

- b. Website – Yumna
 - i. Done!
- c. By-laws editing - Ari/Chika
 - i. By-laws shared with GSAC. Comments and revisions will be made before next meeting. Revised by-laws will be signed by all members next meeting.
- d. QPR Training - Patrick/Ashley
 - i. The first QPR training has been scheduled.
 - ii. Patrick will send out calendar invite to all RSVPers.
 - iii. Ashley will reserve the room.
- e. Office cleaning – Chika
 - i. No update. The cleaning schedule appears to be completely random.
 - ii. We can recommend that students ask staff in person to clean if needed.
 - iii. We will organize one final push to find out the main cleaning staff contact person.
- f. Waste disposal – Yumna
 - i. Refer to previous meeting minutes.