Rice University – Society of Women Engineers
Kick-Off Meeting

August 31, 2011
12:00 p.m. – 1:00 p.m.

I. Introduction of Officers and Sponsors
   - President: Michelle Jin
   - VP: Elaine Wong
   - Treasurer: Sophie Xu
   - Secretary: Stephanie Tzouanas
   - Publicity: Leslie Nguyen
   - Webmaster: Ayana Andalcio
   - Outreach: Yimin Luo
   - Historian: Heaven Chen
   - Mentorship: Priya Rao
   - Faculty Sponsor: Dr. Yildiz Bayazitoglu

II. About SWE
   We encourage women to pursue science and engineering through career development, socials, outreach, mentorship programs, and academic advising.

III. Company Info Sessions
   - Shell – September 7, 5:30 p.m.
   - BP – September 13, 5:30 p.m.
   - Microsoft – November 15, 6:00 p.m.

IV. National Conference – October 13-15 in Chicago
   - SWE will subsidize fees for Junior, Seniors, and Officers
   - **Email mzj1@rice.edu by 5 pm September 7th to get subsidization**

V. Resume Book
   - Available to corporate collaborators of SWE
   - Great opportunities for internships and jobs
   - **Email resume to swe@rice.edu by September 20, 2011**
   - Include Name, Year, Major, Email in body of email

Prepared by S. Tzouanas

VI. Events Throughout the Year

- Company Info Sessions
- Girl Scout Day
- Project Pumpkin
- Center for Career Development Information Sessions
- Academic Advice Dinners
- Movie Night
- Gingerbread House Building
- Evening With Industry
- End of Year Banquet
- Mentorship Program Events

VII. SWE Mentorship Program - Priya Rao (Chair)

- Underclassmen paired with upperclassmen in the same major
- Upperclassmen mentored by professional engineers or graduate students
- Various social events, networking opportunities
- Advice about classes, internships, and jobs
- Contact you mentor at SWE social events or on your own

Fall Mentors Social - Tuesday, September 27 (tentative)

Fill out the Google Doc to be paired with a mentor or mentee

Questions? Email pdr1@rice.edu

VIII. Check out:

- Our webpage: swe.rice.edu
- Our Facebook: http://www.facebook.com/#!/pages/Rice-Society-of-Women-Engineers-SWE/241463822558299