

OSU Automation Society – Minutes of Meeting 23rd Feb 2015

EN 516 3:30 - 5:30 PM

Attendees: *Dr. R. Russell Rhinehart, Samyukta Koteeswaran, Vidhya Venugopal, Amey Thorat, Shreyas Sule, Savyasachi Gupta, Sandeep Kumar Raju, Ram Kumar Isakki,*

1. Tentative schedule of upcoming events:

- a. March: Automation Day – March 6th, Friday (Backup Date: 27th March '15)
- b. April: Elections
- c. May: Potluck + Change of the Guards
- d. Field-Trip: Shreyas is following up with Nestle

2. Automation Day: March 6th (Peggy Helmerich Room, Edmon Low Library, OSU)

- a. Contest:
 1. Structure of contest is ready and it has been tested on the computers at the venue
 2. Written set of rules and judging criteria needs to be prepared
 3. Savyasachi and Amey will manage contest on Automation Day
- b. Funds:
 1. AFAP meeting is on 26th of February
 2. SGA has approved for \$1500 for Automation Day
 3. Sahoma Controlware would not be able to sponsor this year
 4. Awaiting funds from Mr. Michael Moan, Dr. Yash
 5. Funds received from Mr. Rohit Kadam, Dr. Anand, Dr. Upasana
- c. Speakers and Judges (Tentative):
 1. Mr. Paul Galeski – Maverick Technology has agreed to be a speaker on “Expectations of industry professionals from students”
 2. Dr. Harold Wade has agreed to be a speaker.
 3. Mr. Michael from Raytheon has agreed to be a speaker
 4. Confirm travel plans with judges and guests
- d. Newsletter Destination Setpoint:
 1. Newsletter has been compiled and forwarded for editing / printing
- e. Logo Design Competition:
 1. Winning logo has been decided by officers and Dr. Rhinehart and will be released at the start of Automation Day
- f. Invitations and Publicity:
 1. Invitations to people from FRI for the event
 2. Invitations to sponsors – corporate and individual sponsors
 3. Publicity for the poster presentation
 4. Event publicity through Facebook, Twitter, LinkedIn
 5. CEAT emails, desk publicity, flyers, Campus Life
 6. Classroom announcements have been made
 7. Banner will be printed
- g. Food – Lunch, Coffee and Dinner options should be finalized. Ram and Sandeep will manage food on Automation Day.

- h. Vidhya has agreed to be the MC during the event
- i. Sam and Shreyas will handle hospitality for guests, judges and speakers
- j. Poster presentation – Posters need to be printed
- k. 2 - 3 Volunteers are required for the event

Minutes of meeting prepared by: Amey Thorat 26th Feb 2015

Minutes of meeting approved by: Samyukta Koteeswaran 27th Feb 2015