BiSA Officers’ Meeting  
Minutes from June 26, 2019

Present:  
Heidi Van Every, Riza Li, Menolin Sharma, Adam Pater-Faranda.

Upcoming events and activities to be coordinated or attended by BiSA were discussed.  
Last year’s task spreadsheet, provided by KM, was reviewed and updated to reflect new officer’s task assignments.  A student has expressed interest in having a Data Carpentry Workshop; BiSA will consider hosting such a workshop in the spring semester.  Speaker interactions will be coordinated once the seminar schedule has been posted.

Student Orientation Events (BiSA Officer Attendance Required)
1. Graduate Students Orientation: August 20, 2019  
   a. BiSA will staff a table, hand out flyers and possibly some swag  
   b. At least two officers will attend
2. College of Engineering Orientation: August 26, 2019 (Tentative)  
   a. BiSA officer(s) will stand up and give a brief announcement, may distribute swag  
   b. At least two officers will attend
3. College of Engineering Orientation: August 26, 2019 (Tentative)  
   a. BiSA officer(s) will stand up and give a brief announcement, may distribute swag  
   b. At least two officers will attend -- all four if possible

It was suggested that at orientation events we distribute a BiSA flyer with a QR code linking to our website.  We can also distribute BiSA mugs or smaller novelty items.

Additional Planned Events:  
1. Beginning of semester Happy Hour: August 26, 2019 (Tentative)  
   a. In the evening, a Bioinformatics Dept. orientation  
   b. Student social / Mixer
2. Fall CV / Resume workshop: First week of November (Tentative)  
   a. Held at the Library
3. BiSA Holiday Party: December 13, 2019

Action Items:  
Riza will reach out to Kelly / Priscilla about orientation dates.  
Riza will update Profiles -- ALL Should Send Her pictures and Info  
Adam will add Delaware Bio Events to BiSA Calendar  
Adam will push minutes to website