Upcoming Events and Future Meetings:

  - Fill out paperwork at University Center and fill out online form which was emailed out
  - SWE Evening with Industry October 3rd 5pm at Banyans on the Ridge
    - Tickets are $15 or free with National SWE membership ($20 minimum). If using a National SWE membership email wsu.swe@wsu.edu AND include your membership number (from your receipt).
  - Tickets: [http://wsueveningwithindustry.eventbrite.com/](http://wsueveningwithindustry.eventbrite.com/)
  - National SWE membership: [http://societyofwomenengineers.swe.org/membership](http://societyofwomenengineers.swe.org/membership)
- SWE Meeting will be cancelled on 10/5/2016 because of WSU Pullman Career Fair Trip next week
- Women in Advanced Manufacturing (WAM) club at EvCC is recruiting members
  - Meetings are from 12pm-1pm on Thursdays at AMTEC Room 116
- Dress for Success will be during the SWE meeting data TBA
- SWE Networking at Jackson Conference on 11/3/2016 from 6pm-8pm
- Group meeting with the ENGR club on 11/14/2016 from 1pm-2pm in GWH 160
  - Presenters discussing internships (10-15 minute presentations)
  - Presenters should be recruited and guidelines for presenters provided
Discussion:

- Landing the Interview with Peter Heine
  - Ciera Graham will be forwarding out the PowerPoint and Peter Heine’s email for resume review and advice

- Mentoring
  - SWE members have an interest to receive mentoring by professionals
    - Advice about resumes, career choices, and information about the workplace

- WE16 SWE Nationals
  - 3 confirmed and 1 tentative SWE members interested in going

- Speed interview Questions
  - SWE members interviewing each other using STAR method

- Professional Clothing for WSU Career Fair
  - Button up shirt (or professional blouse for women) with slacks (or professional skirt for women) and professional shoes
  - Highly recommended to have at least one pair of comfortable professional shoes

- Change in Officer positions
  - Ryan is assuming VP role for SWE and Megan is stepping down from her office
  - PR officer position is now open and a SWE member is needed to fill the position

- Women in Advanced Manufacturing club at EvCC needs more members to be able to be an official club
  - Meeting are from 12pm-1pm on Thursdays at AMTEC Room 116
  - Faculty Mentor: Annette Floyd
  - Phone: 435-388-9562 and Email: WAM@everettcc.edu, afloyd@everettcc.edu
### After Meeting Responsibilities and Tasks:

<table>
<thead>
<tr>
<th>Task</th>
<th>Information</th>
<th>Responsible Parties</th>
<th>Time of Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>All members going to WE16 SWE National and/or the Pullman Career Fair must have the excusal form signed</td>
<td>Obtain from University Center front desk</td>
<td>SWE members attending event(s)</td>
<td>ASAP</td>
</tr>
<tr>
<td>Type up presenter guidelines and recruit presenters for combined ENGR Club and SWE meeting 10/14/2016</td>
<td>Coordinate with ENGR Club</td>
<td>SWE President</td>
<td>Before Next Meeting</td>
</tr>
<tr>
<td>Fill the PR Officer SWE position</td>
<td></td>
<td>SWE President</td>
<td>ASAP</td>
</tr>
<tr>
<td>Forwarding out the PowerPoint from Landing the Interview</td>
<td></td>
<td>Ciera Graham</td>
<td></td>
</tr>
<tr>
<td>Create Outlook Calendar for SWE and input upcoming events discussed in meetings</td>
<td></td>
<td>SWE Secretary</td>
<td>Before Next Meeting</td>
</tr>
<tr>
<td>Purchase WSU water bottles for panelists</td>
<td>5 water bottles, $15 budget each for a total cost of $75</td>
<td>Treasurer and Ciera Graham</td>
<td>Before 11/3/2016</td>
</tr>
</tbody>
</table>