IWA 2023 Meeting Notes

horizontal line

1/21/2023

# ATTENDEES

Anju, Aruna, Aman, Gayatri, Manalee, Maha, Mithila, Reshmi, Rajashree, Soma, Surya

# AGENDA

* Meet and greet

# NOTES

* All present **signed** Non-Disclosure Agreement, and Conflict of Interests Disclosure form.
* Our focus now will be on the **Membership drive** 
  + Before the welcome party, mail each member a physical card / or it could be a letterhead with IWA logo, highlighting our goals and accomplishments 2022-2023
* **Welcome party t**entative dates March 4th / 5th.
* Meetings will be Virtual in **Google meet every other Saturday 4 to 6pm,** hopefully we will be done in an hour.
* We all will follow **good ethics in our meetings:**
  + We will use the Hand raise option and wait for our turn to talk
  + Let the person finish speaking, and if you have raised your hand will request you to speak.
  + Be respectful to one another in speech.
* We will **take turns in taking charge of our Gmail account**, here the participation is voluntary.
* We will **take turns in taking charge of the meeting notes**, here the participation is voluntary.

# ACTION ITEMS

1. Next meeting **Feb 4th** through Google Meet to finalize the letter , printing and how we distribute amongst us the mailing part.

To join the video meeting, click this link: https://meet.google.com/sas-ryaf-rhf

Otherwise, to join by phone, dial +1 518-499-6424 and enter this PIN: 347 114 518#

To view more phone numbers, click this link: https://tel.meet/sas-ryaf-rhf?hs=5

1. Use the **below sheet to pen** what you think we will communicate in the mail that we send.

https://docs.google.com/document/d/19bEJqnJ-96a1KI9qVSe7mqDbPwfDTE\_G7fqlXTwuoLE/edit?usp=sharing