PR Committee Meeting

Date: 20 Mar 2024

Time: 6:30 PM

I. **Agenda:**
- **Attendance**: Apeksha, Rajni, Shalom, Nikhil
- Discuss GSAW event photography coverage strategy

II. **Tasks:**
- **GSAW event coverage**
  - Option 1: Life team member can take pictures and share with PR Committee
  - PR will create posts and social media stories
  - Apekshya can take care of posts and stories
- **PGSG Archive**
  - Communication initiated with Purdue Library
  - Shared the guidelines for adding docs to archive
  - Will follow up about the documents with senate chair
- **Lease and sublease**
  - **Collect lease and sublease information from grad students**
  - **Through newsletter**
  - **Put a disclaimer**
  - Qualtrics form -1 to collect info:
    Current pictures, location, every hidden cost
  - Verify the details, verify if duplicate entries are present, filter potential scams, etc.
  - Verify sublease prices
  - How to handle a situation if any student is scammed?
  - **Tentative process:**
    - Collect info through Qualtrics
    - Preliminary verification of info, price, and pictures
    - Share qualified listing through a biweekly/monthly newsletter
    - Run this program throughout the summer
    - Person in-charge: TBD
- **Crewneck sweatshirt**
  - **Active members received their crewneck or not?**

III. Questions: