



MEETING SUMMARY	Project Name: FECS Future Projection Date: Friday, January 27, 2017 Time: 4:00-5:00 pm
ATTENDEES:	Maria Longobardi, Jason Gardner, Raju Prasad Ghimire, Greg Hamilton, Yunseong Nam

AGENDA ITEMS

Summary of 01/27 Meeting:

1. Team reviewed FECS home page and discussed the way of productive optimization.
2. Team discussed future work can be done by FECS.
3. Team discussed to ask APS to get organization email.
4. Team discussed to start connection via social organization
5. Team discussed way to increase number of FECS member:
 - Improving website
 - Membership plan
 - Advertising through APS meeting

DECISIONS MADE	<ol style="list-style-type: none"> 1. Team decided to optimize homepage by providing the general information about the forum including bio of executive committee members. 2. Team decided to cooperate with various institutions and companies via APS. 3. Team decided to talk with IT staff of APS for organization email. 4. Team decided to build Facebook, Twitter and Instagram for FECS. 5. Team decided to use multiple way to increase members.
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ISSUES IDENTIFIED	Membership benefit
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FOLLOW-UP ACTION ITEMS

#	ITEM	RESPONSIBLE PERSON(S)	TARGET DATE
1	Request APS to act as a bridge between FECS and Institution	Maria/Raju	15/05/2017
2	Start social network/Organization email/website improvement	Greg	15/03/201



FORUM FOR EARLY CAREER SCIENTISTS (FECS)

Meeting Summary
