WSE Student Group Activity Summary

The Whiting School of Engineering’s Office of Academic Affairs wants to assist its supported student groups in keeping track of their academic year activities. At the end of the year, we would like to receive a summary of all of the activities (e.g. general body meetings, speaker meetings, outreach programs, etc.) your organization participated in. This will not only help us keep track of what you’ve done, but it also helps you keep record of your accomplishments to share with future leaders in your organization.

Below is an example template you can use when writing summaries of your activities. You can follow the template exactly or amend how you draft it as long as you include the necessary components.

Student Organization: Student Engineers

Name/Type of Activity: General Body Meeting with Speaker

Date & Time: October 6, 2008; 7 p.m.

Number in Attendance: 12 students (not including e-board members)

Summary of Activity: We held our second general body meeting of the semester. During the meeting we discussed our plans for the upcoming semester. We greeted the 4 new students who came to the meeting for the first time and gave a brief overview of our organization.

The second half of our meeting, we had Ms. Susan Smith of Baltimore Engineers, speak. Mrs. Smith, a civil engineer, shared some of her personal experiences. She discussed the various career pathways engineers can pursue. She also stressed the importance of underclass students seeking out internships and/or volunteer opportunities in the field.

Goal of Activity: To have our second general body meeting to expose more students to JHU’s Student Engineers group. Also, we wanted to meet and learn from a current engineer and have her share her insight with us.

Success of Goal: We feel like the meeting was a success overall. Everyone enjoyed Ms. Smith and asked her lots of questions.

Challenges of meeting the Goal: Even though those in attendance really enjoyed the meeting, we wished we there had been more students in attendance.

Should this Activity be held again? YES or NO (circle one)

Explanation/Additional Thoughts: We will definitely continue to hold monthly general body meetings as they are the way we get to plan and discuss Student Engineers’ programs. In the future, we will advertise the meetings in different ways. Also, it was great having a speaker. The students in attendance really learned a lot, so we will try to have a speaker at least once a semester.

Summary Submitted by: Keisha Adams  Role in Org.: Recording Secretary  Date: October 8, 2008