Notes from 6/25/2019 debrief meeting

Overall the hooding ceremony was successful, received positive comments from students and guests day of and in emails afterward.

Catering:

* Food was a hit, but we need to order more food next time.
* Different water dispenser option – go through Aramark for water, worth paying extra
* Two food tables instead of one, there was a backlog of guests waiting for food and made the exit out of the CRC difficult
* More tongs needed. Didn’t end up using platters
* Does the CRC have refrigerators that we could use next time instead of hauling the refrigerated food from Lab 2?

Internal Communication with Students:

* Still difficult to have students completed the hooding ceremony. Jan and Anna spent a lot of time following up with students. Could faculty set aside five minutes in class so students could complete the survey?
* In house programs made it easier to make last minute updates to graduates list

Other logistics:

* Take guest count seriously next time. We need at least 50 more chairs, standing room only.
* Interested in livestreaming the hooding ceremony next year – Anna will look into this.
* Can we have a drum circle next year?
* We don’t need a stage
* Backdrop was great! Would love to use next time we are in the CRC