1. Letters of Recc
	1. Chat GPT
		1. Don’t use, produces results that are too good & too generic. By itself, it cannot produce an essay that constructs a person in the reader’s mind.
	2. You need *specific* examples things you have done
	3. Don’t assume someone has read your entire email (Include info in tagline, with follow up emails, and use a bullet list to convey information)
	4. Upcoming scholarships
		1. Graduate students will figure out the scholarship meant for them
		2. Undergrad - [Elenore Gakemeir Swarts Scholarship](https://go.unl.edu/swarts)
2. Iverson will not be in the lab for next two weeks
	1. You can ask her for help but she cannot guarantee responses.
	2. Samereh is entirely in charge for education event
	3. Iverson NEEDS Friday updates and notifications if anyone is injured, send weekly plans, ask Dr.Kievit or others for help if needed.
	4. In Sharepoint, finished items in the “Items for Iverson to review” will be moved to the “done” subfolder. After reading your Iverson reviewed item, please remove it from the subfolder.
	5. If you are sending Iverson things to look at during this time, send it as a downloadable file.
3. Sharepoint vs Onedrive
	1. OneDrive is personal
	2. Sharepoint will not run out of room, please use it as necessary.
	3. From now on, journal club will be a folder in sharepoint. Read: NOT EMAILS.
		1. Leave current week’s journals in larger folder, then move to personal folders after
	4. Arjun will handle any troubleshooting (probably just emailing ITS about problems)
4. MISC
	1. Trisam’s Student Research Day presentation on 3/25/2024 at 3pm-5pm, plan to be there 3pm-4pm
	2. New Confocal Microscope needs a space for when it arrives. Lab was asked if it could go to the shared equipment room, but the lab will ask it to be placed into a closer room. (Storage, cell room, or elsewhere?)