

Colloquium Duty Fall 2018

Week of		
9/3	Di Zheng	Kangyan Liu
9/10	Eric Baron	Md. Tuhin Sheikh
9/17	Cheng Zhang	Chiranjit Dutta
9/24	Debasmita Das	Tairan Ye
10/1	Yishu Xue	Lijiang Geng
10/8	Jiadong Fang	Yan Li
10/15	Jieying Jiao	Ziqi Yang
10/22	Soumik Banerjee	Daeyoung Lim
10/29	Wei Shi	Jinjian Mu
11/5	Katherine Zavez	Qi Qi
11/12	Patrick Toman	Austin Menger
11/19	FALL	BREAK
11/26	Yang Liu	Xiaomeng Li
12/3	Ziyang Wang	Joochul Lee

1. Please set up coffee at 2:15* and set up cookies at 3:00
2. Clean-up after the colloquium, including emptying water and coffee out of both urns. Return all items to the office. If the office is closed, store items in the lounge refrigerator and return them to the office the following day.
3. The pair assigned during a week has duties for all departmental colloquia for that week, Monday-Friday.
4. You are also responsible for making coffee for Dr. Kuo student Seminars

*When making coffee, fill the coffee urn with water to the "30 cups" line and use approximately 1/3 of a bag of coffee.

**Please wipe out the fridge and microwave in AUST 326. People will be notified the week before finals to remove their food before the end of the week. See Tracy for any needed cleaning supplies.