

# McGill IEEE Student Branch

Meeting #4: Thursday October 2<sup>nd</sup>, 2014

## Committee Attendees

Officers	Hossain	Ahmad	Ming	Adrian	Malika	Shohreh	Dena	Rubana	Alireza	Oruj	Liqiang	Siamak	Shuang	Leslie	Mohammad
29-Aug	X	X	X	X	X	X	X	X	-	-	-	X	X	-	
04-Sep	X	X	-	X	-	-	X	-	-	-	X	X	X	-	
17-Sep	X	X	X	X	-	-	X	X	-	X	-	X	X	X	
2-Oct	X	X	-	X	-	-	X	-	X	-	X	X	-	X	X
14-Oct															

Agenda Item	Action / Decision / Event
1. Upcoming events	<p><b>E1.</b> 3D Printing Info Session (<i>Tuesday 7<sup>th</sup> October</i>) &amp; IEEE Day → Collaboration with MRC  → Buy refreshments (60-70) Tim Hortons coffee, donuts → Photographer (IEEE Day Competition) <b>Adrian</b>  → Moderator, Registration desk (<b>Ahmad, Mohammad, Siamak, Alireza</b>)</p> <p><b>E2.</b> IEEEExtreme Competition (<i>17<sup>th</sup> October</i>) → Discussion &amp; organization + T-shirts</p> <p><b>E3.</b> Treasurer financial report → TBD</p> <p><b>E4.</b> Post-Doc Technical/Professional Talks (<i>November</i>) → <u>IEEE</u>, <u>WIE</u> → Discuss in October end</p> <p><b>E5.</b> Programming Tutorial Session → <b>Ahmad</b> contacted <b>Shabeer</b> → event date (early November) Javascript</p> <p><b>E6.</b> Industrial → <b>Rubana &amp; Dena</b> meet with <b>Hossain &amp; Ahmad</b> about Reflex Photonics contact  Cisco → <b>Alireza, Hossain</b>. Eriksson → <b>Mohammad, Ahmad</b> contact through <b>Mojtaba</b></p> <p><b>E7.</b> CS Programming → <u>Shohreh, Dena, Rubana</u>. Movie Night</p>
2. Current discussion	<p><b>D1.</b> Start of the Year BBQ (24th September, 12PM to 1:30PM)  → Summary → Financial report → Success! → Need to find a chef next time!</p> <p><b>D2.</b> IEEE Canada Student Congress (19th-21st September) → <u>Hossain</u></p> <p><b>D3.</b> IEEE MTL Board Meeting</p> <p><b>D4.</b> Transferred webmaster access. New website design <b>on McGill or IEEE server?</b> → <u>Alireza, Oruj</u>  <b>All officers must fill in their information:</b> <a href="http://www.tinyurl.com/McGill-IEEE-Officers">www.tinyurl.com/McGill-IEEE-Officers</a></p> <p><b>D5.</b> <u>McN officers</u> agreed to rotate responsibility of McNaughton Center services every one week</p> <p><b>D6.</b> Order required supplies for McN (3D printer spool, T-shirts)</p> <p><b>D7.</b> Company visit contacts (free or discounted) → Erikson (Mojtaba), GE, Alcatel (Ottawa), MDA  (Collaboration with EEGSS for subsidizing transport costs?)</p> <p><b>D8.</b> Fill in IEEE vTools meetings &amp; update current website</p> <p><b>D9.</b> McN center equipment rental excel sheet</p>
3. Comments & Suggestions	<p><b>C1.</b> Collaboration with IEEE MTL Societies → Discuss during MTL Board Meeting → Dr. Mo El Hawary visit (contacted)</p> <p><b>C2.</b> Systematic 3D printing process for McN Center users → <u>Liqiang, Hossain</u></p> <p><b>C3.</b> Advertisement of McN and IEEE SB Services (simple poster design) → <u>Leslie</u> (done)</p>