

Committee Attendees

	Hossain	Ahmad	Ming	Adrian	Malika	Shohreh	Dena	Rubana	Alireza	Oruj	MJavad	Isabel	Abhishek
22-Jan	X	X	-	X	-	-	-	-	X	-	X	-	-
4-Feb	X	X	X	X	X	-	X	-	-	-	X	-	-
18-Feb	X	X	-	-	X	-	X	-	-	-	X	X	-
11-Mar	X	X	-	X	-	X	X	-	X	-	-	-	-

Agenda Item	Action / Decision / Event
1. Events/Discussions	<p style="text-align: center;">McGill IEEE</p> <p>D1. Industrial Talk: Mr. John Chahwan, Manager for Grid Solutions at SNC-Lavalin</p> <ul style="list-style-type: none"> ➔ Adrian followed-up with Mr. John Chahwan ➔ Event Cancelled due to Mr. Chahwan's unavailability due to travel <p>D2. Industrial Visit: IREQ, Hydro-Quebec's Research Institute (March 20th, 2015)</p> <ul style="list-style-type: none"> ➔ Mohammad Javad to contact Jean-Pierre Tardif ➔ Trip finalized and advertisements sent ➔ Current Status of Registered Students: 12 <p>D3. Competitive Programming Workshop #1 (March 12th, 2015)</p> <ul style="list-style-type: none"> ➔ Presenters: Abhishek, Run, Mathieu, and Alan ➔ Ahmad to send out Reminder Email ➔ Hossain to take pictures ➔ Adrian to manage food arrangements (1 Box of Coffee, 50 Timbits) <p>D4. McGill IEEE Information Session at Vanier College (March 23rd, 2015)</p> <ul style="list-style-type: none"> ➔ Ahmad sent an outline to Mr. Haritos Kavallos with all details <ul style="list-style-type: none"> • Speakers: Ahmad, Hossain, WIE representative • Potential Vanier-alumni: Nauman, Sid, Shabbir, Bassam, Razvan, Josh <p>D5. Online Internship Management System</p> <ul style="list-style-type: none"> ➔ Ahmad to find potential officers to take ownership ➔ Met with Shabbir, need to follow-up <p>D6. McGill IEEE Executive Committee 2015/2016</p> <ul style="list-style-type: none"> ➔ Deadline to apply: Friday, March 13th ➔ 2015/216 Committee to be formed by Friday, March 20th

D7. McGill IEEE Executive Committee 2015/2016

- Deadline to apply: Friday, March 13th
- 2015/216 Committee to be formed by Friday, March 20th

D8. McGill IEEE New Website

- Ahmad to contact Alireza about current status of website

D9. McNaughton Centre Collaboration with Professors

- Request to meet with ECE Professors regarding our McNaughton Centre

McNaughton Centre

D1. McNaughton Centre Information Session

- Hossain to target at different societies (EcoLabs, MAMSS, EUS) for an upcoming 3D Modelling Tutorial (March?)
- Hossain to possibly deliver a 3D modelling tutorial and form small competition in MECH289 Design Graphics course

D2. New Posters and Logo for McNaughton Centre

- McN Officers (Matthew, Michael, Dennis) assigned tasks: re-design McN logo, print ad posters, prepare McN picture
- Since last meeting, McN Officers have attended an *McN Tutorial Session* by Hossain
- 2-3 prints have been underway

WIE Affinity Group

D1. Formation of WIE Affinity Group

- Dena and Malika to form the group as per the IEEE guidelines

D2. International Women's Day Event

→ Final Details:

- Title: The McGill IEEE Student Branch and WIE Affinity Group Celebrate International Women's Day: Meet the Principal and 3D Print Your Ideas!
- Date and Time: March 25th, 2:00pm – 4:30pm
- Room Location: LEA 232
- Speakers: Dr. Suzanne Fortier
- Schedule:
 - 2:00 - 2:30 Welcome and introducing the principal by McGill IEEE student branch counsellor (Prof. Roni Khazaka) followed by the welcome words by the Principal, Dr. Suzanne Fortier
 - 2:30 - 2:40 Professor to introduce: A short testimony for Anita Borg and Grace Hopper (Pioneers in Computer Science)
 - 2:40 - 3:00 Documentary on Grace Hopper: The Queen of Code
 - 3:00 - 3:30 3D Printing Tutorial
 - 3:30 - 3:45 Pizza Break and Team Formation
 - 3:45 - 4:30 Designing, Creating and Presenting 3D models (15 mins. each)

→ Tasks:

- Camera Person: Seonah, Adrian
- Purchase Gift or 3D-Print?
- Chaperon for Principal:
- Introduce Principal: Prof. Roni
- Host: Dena
- 3D Printing Tutorial: Malika, Hossain
- Food Arrangement: Shoreh

→ Advertisements:

- Create Google Form: Dena
- Create Poster: Malika, Seonah, Dena
- Create Facebook Event: Hossain
- Create Website Event: Alireza
- Contact:
 - Lean In, POWE: Seonah
 - EUS, ECSESS: Ahmad
 - CS Society: Malika
- Send out advertisement emails to ECE, CS: Ahmad

2. Completed Events

	<p>D1. 2015-2016 ExCom Elections → Ahmad to send out nomination email (Deadline: Postponed February 20th)</p> <p>D2. Brainstorm New Activities for Winter 2015 → Adrian: Industrial Talk with Mr. John Chahwan, Manager for Grid Solutions at SNC-Lavalin → Mohammad Javad: Industrial Visit at IREQ</p> <p>D3. Power Engineering Industry Talk → Adrian to contact Prof. Bouffard</p> <p>D4. Competitive Programming (CP) Workshop → Ahmad and Abhishek to meet and finalize presentation material and invitation document → Abhishek to send to Ahmad a brief description of all workshops → Ahmad to contact previous IEEEExtreme participants for support → Ahmad to create a form and registration link → Ahmad to send out emails by Monday, 9th of February → Ahmad to modify presentation slides and invitation document → Ahmad to book room TR3120 at 18:00 as per the following dates: <ul style="list-style-type: none"> • Introduction Session: Thursday, 26th of February for 1 hour • 1st Workshop: Tuesday, 10th of March for 3 hours • 2nd Workshop: Wednesday, 18th of March for 3 hours • 3rd Workshop: Thursday, 26th of March for 3 hours </p> <p>D1. EUS TechWeek 3DP Demo → Hossain to hold a 3DP demo on January 27th from 14:00 until 16:00 at the McConnell Hallway</p>
<p>3. Cancelled Events</p>	<p>D1. Google Industrial Visit and a Technical Talk → Alireza and Mohammad Javad to research</p> <p>D2. McGill Engineering Student Center → Mohammad Javad to contact them and speak about potential industry partners</p> <p>D3. IEEE Awards Deadline → Ahmad, Hossain, or Adrian to meet Prof. Roni in person before Friday, 6th of February</p> <p>D4. Technical Talk: Reflex Photonics → Ahmad to contact Rubana for an update of the event</p> <p>D5. McGill IEEE Information Session at Other Colleges → Ahmad to obtain contacts for Marianopolis, Dawson, and Champlain – Saint Lambert</p> <p>D1. Application for funding for VR goggles Adrian to search possibility</p>