

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	-

Agenda Item	Action / Decision / Event
1. Events/Discussions	<p style="text-align: center;">McGill IEEE</p> <p>D1. 2015-2016 ExCom Elections → Ahmad to send out nomination email (Deadline: Postponed February 20th)</p> <p>D2. Industrial Talk: Mr. John Chahwan, Manager for Grid Solutions at SNC-Lavalin → Adrian to contact Mr. John Chahwan concerning the following points: <ul style="list-style-type: none"> Adrian to follow-up with Mr. John Chahwan </p> <p>D3. Industrial Visit: IREQ, Hydro-Quebec's Research Institute → Mohammad Javad to contact Jean-Pierre Tardif concerning the following points: <ul style="list-style-type: none"> Mohammad Javad to reply to Jean-Pierre Mohammad Javad to research transportation means Mohammad Javad to contact POWE </p> <p>D4. Online Internship Management System → Ahmad to find potential officers to take ownership</p> <p style="text-align: center;">McNaughton Centre</p> <p>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</p> <p>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 <i>McN Tutorial Session</i> by Hossain → 2-3 prints have been underway</p>

	<p style="text-align: center;">WIE Affinity Group</p> <p>D1. Formation of WIE Affinity Group → Dena and Malika to form the group as per the IEEE guidelines</p> <p>D2. International Women's Day Event → WIE members to search for possible speakers → Ahmad to work on structure of event</p>
2. Completed Events	<p>D1. 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>D2. Power Engineering Industry Talk → Adrian to contact Prof. Bouffard</p> <p>D3. 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>D4. McGill IEEE Information Session at Vanier College → Ahmad to send an outline to Mr. Haritos Kavallos detailing the following: <ul style="list-style-type: none"> • Date and time of the event: Monday, 23rd of March, from 10:00 to 11:30 • Speakers: Ahmad, Hossain, WIE representative? • Presentation: IEEE, McGill IEEE Student Branch, McNaughton Centre, WIE Affinity Group • Possibility of other IEEE SBs in Quebec to participate • Network Session with Participants </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>
3. Cancelled Events	<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>
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