McGill IEEE SB & WIE Meeting Minutes
Thursday 10th October 2013

MDA Speaker (22nd November 2013) and Visit to MDA

- Coordinate details with Julie Godin (email is unread) → **Malika**
- Presentation, take speaker for lunch → **Reza**
    o Need refreshments or food?
    o Handle QA session?
    o Open to all of Montreal section universities?
    o How much space allocated for IEEE? Priority for IEEE members?
    o Promoting speaker? IEEE? McGill?
        ▪ Google form for registration
    o *Amazing Opportunity (major event)* → *Visit to the MDA*

IEEE R8 Student Activities Coordinator → Ahmad

- Respond to *Efthymia Arvaniti*'s email.
    o Greet and organize an appropriate meeting time at McGill
    o Is she able to attend the IEEE Montreal Banquet? Same time as visit?
    o Organize to visit other universities in Montreal?
    o For now, ***ignore*** asking for expense clarification…
    o Refreshments and food during meeting

IEEEXtreme 2013 Competition → Hossain

- Send email to ECE and CS department again, re-extension of the registration deadline
    o Special Prize for all women team winner
    o Mention previous team rankings in email
- Issue with "zh3" team (student membership problem) is resolved
- T-shirts for the event given one month afterward!
    o Let's try to get T-shirts and goodies for acknowledging team participations
- Competition Details. Make sure:
    o Where? ETS
    o When? 25th October 8PM to 26th October 8PM
    o Delegation for different activities when event is near → **All branch members**
    o Food arrangements, do we provide or do ETS provide?
        ▪ Problem of food delivery.
        ▪ Later ask members for vegetarian or meat preference in final email.
        ▪ Last year's meals:
            • *Night*: Pizza (Al Taib)
            • *Morning*: Coffee Bagels, Donuts (Tim Horton's)
            • *Lunch*: Whole Chicken (Metro)
            • *Dinner*: (Shatoo Kebab)

- o Sleeping room?
- o Rotation of proctors? → 3-4 hours per proctor
- o Final registration of all teams *(5 teams officially registered so far)*.

WIE Report
- 300$ for IEEE Day
- Asked for goodies
- Networking, info session to students about IEEE and WIE (November or start of Winter semester)
- Group discount for registration
- Someone from Google to collaborate with us
- Programming Language Workshop (this semester?)

Provide officer information to Hossain → Dena

Sustainability Conference (Ontario) → Ali sends email

Change of Room (from MC542) → Ahmad asks Sami for room key & member list
- McGill Robotics group
  - o They have nice room to use
  - o Install 3D printer there
    - ▪ Advertise working with IEEE

IEEE SB Financing → Kai
- Using the member list obtained, we must redeem $10 for the new IEEE Student members
- Resolve the bank issue, if not solved
- Redeem Hossain for printing the new McGill IEEE poster

Buying equipment using $5000 grant
- Need dedicated members → **Malika, Reza, Zahra, and Shohreh**
- Condition for using grant money – we must be responsible for securing the room
- Where to keep? Negotiate space. Talk to Roni. Try finding other place!

Future Works
- Banner design needed
- Biweekly meeting: every Wednesday 5-6pm
- Hossain got goodies from Malika (count of 20 pens)