McGill IEEE Student Branch			Meeting #3: Thursday February 13, 2014						
Attendees									
Committee members									**Others**
	22-Jan	28-Jan	13-Feb	25-Feb					
Ahmad	P	A	P						
Reza	A	A	A						
Malika	P	P	A						
Kai	A	P	P						
Ming	P	P	P						
Hossain	P	P	P						
Shohreh	P	P	P						
Zahra	A	A	A						
Dena	A	P	A						

The regular meeting of the *McGill IEEE Student Branch* was called to order at *17:00* on *Thursday*, *Feb. 13, 2014* in *MC760* by *Hossain*.

Agenda Item	**Discussion**	**Action / Decision / Proposal**
1. Upcoming Events	• Election Deadline • Robotics Talk • Visit to MDA	• **D0** McNaughton Center Officer needed • **A0 All** Committee IEEE membership
2. Open issues from the previous meetings	• Chair Election • IEEE SB Award Application • McNaughton Center Opening • WIE session • Google Programming Event • McHacks	• **A1 Hossain and Shohreh** Application deadline for IEEE SB awards Feb 1 2014 • **A2 Ali** Chair Elections deadline *(Tues 18th Feb)* http://goo.gl/o8hcYe • **A3 Hossain** Send email to inform ECE, CS undergrad and grad office • **A4 Ali** Declare the election results *(Tues 18th Feb)* • **A5 Malika Hossain** Robotics talk advertisement (IEEE SB host) • **A6 Malika, Dena, Shohreh, Hossain** Website update with McN Opening event *(Thurs 30th Jan)* and distributed via emails • **A7 Dena** McNaughton Center Presentation notes • **A8** Women in Engineering introduction session

		• **A9 Shohreh** WIE T-shirt printing and claiming the funds • **A10 Malika, Ming** Visit to MDA, Montreal Trip with 25 students, Expectation of transport • **A11 Shohreh** Google for Programming Event • **A12 Hossain** McHacks *(Feb 22-23 2014)* http://mchacks.io/ • **A13 Kai, Ahmad** Organize current income/expense list with bank statement • **A14 Kai, Ahmad** McN PayPal account • **A15** Attract more committee members

Action Items

Action Item	Action Point	Date Added	Date Due	Status
A0	All	13-Feb-14	17-Feb-14	Open
A1	Hossain, Shohreh	28-Jan-14	1-Feb-14	Closed
A2	Ali	22-Jan-14	11-Feb-14	Closed
A3	Hossain	22-Jan-14	11-Feb-14	Closed
A4	Ali	11-Feb-14	18-Feb-14	Open
A5	Malika Hossain	28-Jan-14	25-Feb-14	Open
A6	M,D,S,H	28-Jan-14	30-Jan-14	Closed
A7	Dena	30-Jan-14	13-Feb-14	Open
A8	WIE	28-Jan-14	25-Feb-14	Open
A9		28-Jan-14	25-Feb-14	Open
A10	Malika, Ming	28-Jan-14	20-Feb-14	Open
A11	Shohreh	28-Jan-14	25-Feb-14	Open
A12	Hossain	28-Jan-14	22-Feb-14	Open
A13	Kai, Ahmad	13-Feb-14	25-Feb-14	Open
A14	Kai, Ahmad	13-Feb-14	18-Feb-14	Open
A15	Hossain	13-Feb-14	19-Feb-14	Open