McGill IEEE Student Branch   Meeting #1: Friday August 29, 2014

Committee Attendees

Officers	Hossain	Ahmad	Ming	Adrian	Malika	Shohreh	Dena	Rubana	Alireza	Oruj	Liqiang	Siamak	Shuang	Sajad
29-Aug	x	x	x	x	x	x	x	x	-	-	-	x	x	x
04-Sep														

Agenda Item	Action / Decision / Event
1. Upcoming events	**E1.** IEEE MTL Section SB Award deadline (*5th September*) → *Hossain, Ahmad* **E2.** Start of the Year BBQ (*2nd Week of September, lunch time*) → *Hossain confirms with Ali.* Google form for attendees. Food preparation based on registration. **E3.** IEEE Canada Student Congress (*19th-21st September*) **E4.** 3D Printing Info Session (*End of September*) **E5.** Treasurers signature transfer → *Adrian, Ahmad* **E6.** IEEE Day (*7th October*) **E7.** IEEEXtreme Competition (*18th October*) **E8.** IEEEXtreme T-shirts collection → *Rubana* **E9.** Post-Doc Technical/Professional Talks (*November*) → *WIE* **E10.** CS Programming → *Shohreh, Dena, Rubana* **E11.** Movie Night (*November*) → Sci-fi, Silicon Valley?
2. Open issues from previous meetings	**A1.** WIE Women's Day L31 Form (*Complete*) **A2.** New Treasurer responsibilities (*IP*) **A3.** Plan events for next year (*IP*)
3. Current discussion	**D1.** Introductory officer meeting **D2.** Clean and organize MC543 room. Obtain IEEE room key from *Shohreh*. **D3.** Tutorial session for McN officers → *Liqiang, Siamak, Shuang* **D4.** Transfer webmaster access. New website design. → *Alireza, Oruj* **D5.** Order required supplies for McN (3D printer spool, T-shirts) **D6.** McN Interac transfer process check **D7.** "Canada Anti-Spam Law" discussion **D8.** Access to email, social pages **D9.** McN 3D printing links and step-by-step process
4. Comments & Suggestions	**C1.** Collaboration with IEEE MTL Societies **C2.** Systematic 3D printing process for McN Center users **C3.** Advertisement of McN and IEEE SB Services **C4.** Method of branch communications → Mostly through emails