

McGill IEEE Student Branch

Meeting #3: Thursday September 18, 2014

Committee Attendees

Officers	Hossain	Ahmad	Ming	Adrian	Malika	Shohreh	Dena	Rubana	Alireza	Oruj	Liqiang	Siamak	Shuang	Leslie
29-Aug	X	X	X	X	X	X	X	X	-	-	-	X	X	-
04-Sep	X	X	-	X	-	-	X	-	-	-	X	X	X	-
17-Sep	X	X	X	X	-	-	X	X	-	X	-	X	X	X
2-Oct														

Agenda Item

Action / Decision / Event

1. Upcoming events

E1. Start of the Year BBQ (24th September, 12PM to 1:30PM)

- Preparation starts from 11AM
- Hossain completed application & sent advertisement email/FB
- **\$6 discount** for new IEEE Student or Graduate Student members
- Food preparation based on previous year. Borrow BBQ and tables of EEGSS
- 200 supplies? (Check last year's receipts).
- IEEE, non-IEEE pricing: Hotdog: \$1, \$2. Hamburger: \$2, \$3. Drinks: \$0.50, \$1

11:00 - 11:30	11:30 - 12:00	12:00 - 12:30	12:30 - 13:00	13:00 - 13:30	13:30 - 14:00	14:00 - 14:30
Hossain	Hossain	Hossain	Hossain	Hossain	Hossain	Hossain
Adrian	Adrian	Adrian	Adrian	Adrian	Adrian	Adrian
Dena	Dena	Dena	Dena	Dena	Dena	Dena
Ahmad	Ahmad	Ahmad	Ahmad	Rubana	Rubana	Ming
Rubana	Rubana	Siamak	Siamak			
Oruj	Oruj					
Ming	Ming					
Liqiang						
Bassam						

E2. IEEE Canada Student Congress (19th-21st September) → Hossain

E3. 3D Printing Info Session (7th October) & IEEE Day → Collaboration with MRC → Show designed poster

E4. Treasurers signature transfer → Adrian, Ahmad (completed)

E5. IEEEExtreme Competition (18th October) → Ahmad sets meeting with Rubana and Hossain

E6. IEEEExtreme T-shirts collection → Rubana → resend emails after BBQ emails sent out

E7. Post-Doc Technical/Professional Talks (November) → WIE → Discuss in October

E8. CS Programming → Shohreh, Dena, Rubana. Movie Night (November) → Sci-fi, Silicon Valley?

E9. Programming Tutorial Session → Ahmad contacted Shabeer about possible event

E10. Industrial Visit (MDA, PaW) → Rubana & Dena meet with Hossain & Ahmad about Reflex Photonics contact

2. Open issues from previous meetings

A1. New Treasurer responsibilities (Completed)

A2. Plan events for next year (IP)

3. Current discussion	<p>D1. Transfer webmaster access. New website design. → <u>Alireza, Oruj</u></p> <p>All officers must fill in their information: www.tinyurl.com/McGill-IEEE-Officers</p> <p>D2. <u>Leslie</u> has joined our branch for Fall 2014 semester → mostly involved with our 3D printer</p> <p>D3. <u>McN officers</u> agreed to rotate responsibility of McNaughton Center services every one week</p> <p>D4. Order required supplies for McN (3D printer spool, T-shirts)</p> <p>D5. “Canada Anti-Spam Law” discussion</p> <p>D6. Access to email, social pages → Provide to officers</p> <p>D7. McN 3D printing links and step-by-step process → <u>Liqiang</u></p> <p>D8. Company visit contacts (free or discounted) → Erikson (Mojtaba), GE, Alcatel (Ottawa), MDA Collaboration with EEGSS for subsidizing transport costs</p>
4. Comments & Suggestions	<p>C1. Collaboration with IEEE MTL Societies → Discuss during MTL Board Meeting</p> <p>C2. Systematic 3D printing process for McN Center users → <u>Liqiang, Hossain</u></p> <p>C3. Advertisement of McN and IEEE SB Services (simple poster design) → <u>Leslie</u></p> <p>C4. Method of branch communications → Mostly through emails</p>