

## **September 25 2013 IEEE student branch meeting 2**

Sami Dena Shohreh Malika Ali Hossain Ming Kai

### **BBQ Oct 1 Tue(IEEE day!)/ Sep 30 Mon TBD**

1. Sami- submission of application for outdoor event
2. TBD- Pick up fire extinguisher
3. Ali- BBQ machine from EEGSS, table and chairs
4. Malika- cardboard for BBQ machine
5. Shohreh Dena and Ahmad- foods  
transportation(30 veggies 30 sausages 30 burgers total 90 breads)
6. (a) Ali- Send out invitation letter to ECE students  
(b) Malika-Send out invitation letter to CS students
8. Malika- advertisements for WIE
9. Kai-10 CAD discount ask Malika for template
10. Sami- record of BBQ participants

11. Hossain -doodle for BBQ event to IEEE student members Mon/Tue 11:30-14:30, 30min increment
12. Hossain-photographer for BBQ event
13. TBD- Table for promotion of IEEEExtreme 2013

### **IEEEExtreme 2013**

1. Dena-Print-out of advertisements from digital version
2. Everyone-Seek for free color-printing
3. Ali-ask for IEEE poster and IEEEExtreme flyers
4. Sami Ali- send out IEEEExtreme invitation letter to ECE/CS students

## **Misc**

- 1.Sami- report new chair to IEEE Canada
- 2.Sami Malika- robotics group contact Roni
3. Malika Dena- women in engineering welcome event
4. Sami Kai- Branch account transfer
5. Sami-share Google doc to all team members
6. Hossain- admin web and social media