McGill IEEE Student Branch   Meeting #2: Thursday September 4, 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	x	x	-	x	-	-	x	-	-	-	x	x	x	-

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 (*24th September, lunch time*) → *Hossain* completes application & send advertisement email/FB Google form for attendees. Food preparation based on registration. Reserve BBQ EEGSS. **E3.** IEEE Canada Student Congress (*19th-21st September*) → *Hossain* **E4.** 3D Printing Info Session (*End of September*) → Collaboration with MRC? **E5.** Treasurers signature transfer → *Adrian, Ahmad* **E6.** IEEE Day (*7th October*) → 3DP info session **E7.** IEEEXtreme Competition (*18th October*) → *Ahmad* sets meeting with *Rubana* and *Hossain* **E8.** IEEEXtreme T-shirts collection → *Rubana* **E9.** Post-Doc Technical/Professional Talks (*November*) → *WIE* → Forward email conversations **E10.** CS Programming → *Shohreh, Dena, Rubana* **E11.** Movie Night (*November*) → Sci-fi, Silicon Valley? **E12.** Programming Tutorial Session → *Ahmad* contacts *Shabeer* about possible event **E13.** Industrial Visit (MDA, PaW) **E14.** Ask for future meeting time using Doodle poll
2. Open issues from previous meetings	**A1.** New Treasurer responsibilities (*IP*) **A2.** 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 **C1.** McN 3D printing links and step-by-step process → *Liqiang*
4. Comments & Suggestions	**C2.** Collaboration with IEEE MTL Societies **C3.** Systematic 3D printing process for McN Center users → *Liqiang* **C4.** Advertisement of McN and IEEE SB Services **C5.** Method of branch communications → Mostly through emails