

Committee Attendees

	Hossain	Ahmad	Ming	Adrian	Malika	Shohreh	Dena	Rubana	Alireza	Oruj	MJavad	Isabel	Abhishek
22-Jan	X	X	-	X	-	-	-	-	X	-	X	-	-

Agenda Item	Action / Decision / Event
1. Upcoming events	<p><b>D1. Brainstorm new activities for Winter 2015</b>  → Everyone (group of two max) to come up with an idea and send an outline to <a href="#">Ahmad's email</a> (Deadline: January 30<sup>th</sup>)</p> <p><b>D2. EUS TechWeek 3DP Demo (27<sup>th</sup> Jan 2015) → Hossain</b>  → Hossain to hold a 3DP demo on January 27<sup>th</sup> from 2-4PM at the McConnell hallway</p> <p><b>D3. 2015-2016 ExCom Elections</b>  → Ahmad to send out nomination email (Deadline: January 30<sup>th</sup>)</p> <p><b>D4. Industrial collaborations → MJavad</b>  → Mohammad Javad to receive feedback Prof. Labeau for IREQ visit</p> <p><b>D5. Competitive Programming (CP) Workshop (Winter 2015) → Abhishek</b>  → Ahmad and Hossain to review initial CP draft  → Comments have been sent to Abhishek  → Invitation email is expected to be sent by Abhishek to the branch for approval</p> <p><b>D6. IEEE Awards Deadline (Feb 1<sup>st</sup>)</b>  → Ahmad to meet with Prof. Roni on January 23<sup>rd</sup> if possible  → Otherwise, contact Prof. Labeau (not possible for R7 Exemplary SB award → only branch counsellor)</p> <p><b>D7. McGill IEEE Information Session at Vanier College</b>  → Ahmad to research possibility</p> <p><b>D8. Power Engineering Industry Talk</b>  → Adrian to contact Prof. Bouffard</p> <p><b>D9. Google Industrial Visit and a Technical Talk</b>  → Alireza and Mohammad Javad to research</p> <p><b>D10. McGill Engineering Student Center</b>  → Mohammad Javad to contact them and speak about potential industry partners</p>

2. Current discussion	<p><b>D1. Responsibility Distribution → Hossain, Ahmad</b></p> <ul style="list-style-type: none"> <li>Ahmad accepted Hossain's request to become Acting-Chair</li> <li>Hossain will focus more his role as the Chair of the McNaughton Center</li> </ul> <p><b>D2. Treasurer financial report → Adrian</b></p> <ul style="list-style-type: none"> <li>Adrian to submit a monthly financial report detailing the branch's account on the first and last day, as well as all transactions that took place in between</li> </ul> <p><b>D3. Winter 2015 McN report → Hossain, Leslie</b></p> <ul style="list-style-type: none"> <li>McN Center has been active in Fall 2014 end and Winter 2015 → 2-4 prints per week</li> <li>All previous McN Center Officers resigned from their positions</li> <li>ExCom discussed that 3 McN officers needed to run center (5hrs/week each → 15hrs/week total)</li> <li>McN Center will start to have set office hours → to be displayed on Google Calendar</li> <li>From the interviewed nominations, the 3 highest qualified and motivated were chosen. An email was sent to ask for objections or comments regarding the final decision.</li> </ul> <p><b>D4. ICF McNaughton Center Grant (\$500)</b></p> <ul style="list-style-type: none"> <li>ICF agreed to support our <i>Embedded Systems project</i> purchase in the amount of \$500.</li> <li>This amount must be 75% of the total purchase amount. Upon purchase, all receipts must be sent to ICF to issue the branch a \$500 cheque. The grant will expire 31<sup>st</sup> December 2015.</li> <li>In the next meetings, the <i>Embedded Systems project</i> equipment should be further discussed to purchase Raspberry Pi kits (maybe Dual Motor Control kit) for utilizing the \$500 grant prior to the semester's end.</li> </ul> <p><b>D5. NEW Website Design → Alireza</b></p> <ul style="list-style-type: none"> <li>New website's features were discussed with Alireza</li> <li>Comments and suggestions were provided for improving the website content</li> <li>Branch is still waiting for the final results of the IEEE Website Contest</li> </ul>
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