

McGill IEEE Student Branch

Meeting #6: Tuesday October 28th, 2014

Committee Attendees

	Hossain	Ahmad	Ming	Adrian	Malika	Shohreh	Dena	Rubana	Alireza	Oruj	Liqiang	Siamak	Shuang	Leslie	MJavad	Isabel	Abhishek
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	X	X	-	X	-	-	X	-	X	-	X	X	-	X	X		
14-Oct	X	X	X	X	-	X	-	X	-	-	X	X	-	-	X		
28-Oct	X	X	-	X	-	-	X	-	-	-	-	X	-	-	X	X	X
12-Nov																	

Agenda Item	Action / Decision / Event
1. Upcoming events	<p>E1. Treasurer financial report → Adrian Draft due <u>November</u>, final due <u>December</u></p> <p>E2. Post-Doc Talk (<i>mid/end November</i>) → Dena, Shohreh Need for Malika's confirmation of Helios visit date. Combination of professional & technical talk.</p> <p>E3. Chrome Extension Tutorial (5th November) → Ahmad, Shabeer target undergrads [IEEE/non-IEEE members] 4:30PM to 5:00PM → Room organization, Tim Horton's coffee + timbits (Adrian, Dena, Isabel, Ahmad, Hossain) 5:00PM to 5:15PM → Room organization, Pictures, Registration (MJavad, Adrian, Dena, Isabel, Ahmad, Hossain) 5:15PM to 5:30PM → Introduction to IEEE (MJavad, Adrian, Dena, Isabel, Ahmad, Hossain) 5:30PM to 7:00PM → Event (Ahmad, Hossain)</p> <p>E4. Industrial collaborations → Rubana, MJavad, Dena Aim for industry events & activities from <u>January</u> onwards</p> <p>E5. Helios Makerspace partnership → Malika Discount for IEEE members + Company visit with PCB tutorial + Entrepreneurship startup talk</p>
2. Current discussion	<p>D1. IEEEExtreme Competition (17th October) → Invigilation tag + emergency situations + budget reporting</p> <p>D2. IEEE MTL Banquet (17th October) → great success for McGill IEEE SB!</p> <p>D3. In contact with T-shirt supplier for IEEE & WIE designs</p> <p>D4. Start ICF McN grant application (due 15th November)</p> <p>D5. Need to comment & discuss on NEW website design → Alireza, Oruj</p>
3. Comments & Suggestions	<p>C1. MJavad starts his role as an <i>Industry Communication Officer</i>. His responsibilities include following up with email conversations & track progress toward upcoming events. His role is not only limited to sustaining industry relations, but also to help foster partnerships between our student branch & interested companies.</p> <p>C2. Isabel starts her role as a <i>Media Officer</i>. Her responsibilities include image & video editing of branch events & activities.</p> <p>C3. Abhishek starts his role as a <i>Competitive Programming Officer</i>. His responsibilities include forming a group willing to practice algorithms and programming with one another periodically. Expected to start in <u>Winter</u> semester for IEEEExtreme 9.0 preparation. He will provide a draft organization plan in the next bi-weekly meeting.</p> <p>C4. Need to fill in Officer Details at www.tinyurl.com/McGill-IEEE-Officers + Send Profile Picture to email</p>