

Committee Attendees

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

Agenda Item	Action / Decision / Event
1. Events/Discussions	<p style="text-align: center;"><b>McGill IEEE</b></p> <p><b>D1. 2015-2016 ExCom Elections</b>  → Ahmad to send out nomination email (Deadline: <b>Postponed</b> January 6<sup>th</sup>)</p> <p><b>D2. Industrial Talk: Mr. John Chahwan, Manager for Grid Solutions at SNC-Lavalin</b>  → Adrian to contact Mr. John Chahwan concerning the following points: <ul style="list-style-type: none"> <li>• Date: Late March, 19<sup>th</sup> or 26<sup>th</sup> of March</li> <li>• Outline of the talk</li> </ul> </p> <p><b>D3. Industrial Visit: IREQ, Hydro-Quebec's Research Institute</b>  → Mohammad Javad to contact Jean-Pierre Tardif concerning the following points: <ul style="list-style-type: none"> <li>• Date: Late March</li> <li>• Internship/Full-time Opportunities</li> </ul> </p> <p><b>D4. Competitive Programming (CP) Workshop</b>  → Ahmad and Abhishek to meet and finalize presentation material and invitation document  → Abhishek to send to Ahmad a brief description of all workshops  → Ahmad to contact previous IEEEExtreme participants for support  → Ahmad to create a form and registration link  → Ahmad to send out emails by Monday, 9<sup>th</sup> of February  → Ahmad to modify presentation slides and invitation document  → Ahmad to book room TR3120 at 18:00 as per the following dates: <ul style="list-style-type: none"> <li>• Introduction Session: Thursday, 26<sup>th</sup> of February for 1 hour</li> <li>• 1<sup>st</sup> Workshop: Tuesday, 10<sup>th</sup> of March for 3 hours</li> <li>• 2<sup>nd</sup> Workshop: Wednesday, 18<sup>th</sup> of March for 3 hours</li> <li>• 3<sup>rd</sup> Workshop: Thursday, 26<sup>th</sup> of March for 3 hours</li> </ul> </p> <p><b>D5. IEEE Awards Deadline</b>  → Ahmad, Hossain, or Adrian to meet Prof. Roni in person before Friday, 6<sup>th</sup> of February</p>

	<p><b>D6. McGill IEEE Information Session at Vanier College</b></p> <ul style="list-style-type: none"> <li>➔ Ahmad to send an outline to Mr. Haritos Kavallos detailing the following: <ul style="list-style-type: none"> <li>• Date and time of the event: Monday, 23<sup>rd</sup> of March, from 10:00 to 11:30</li> <li>• Speakers: Ahmad, Hossain, WIE representative?</li> <li>• Presentation: IEEE, McGill IEEE Student Branch, McNaughton Centre, WIE Affinity Group</li> <li>• Possibility of other IEEE SBs in Quebec to participate</li> <li>• Network Session with Participants</li> </ul> </li> </ul> <p><b>D7. Online Internship Management System</b></p> <ul style="list-style-type: none"> <li>➔ Ahmad to participate in McGill Techfair on Thursday, 5<sup>th</sup> of March, and investigate the idea</li> <li>➔ Ahmad to prepare outline to be sent to interested companies</li> <li>➔ Ahmad to design a diagram of the system</li> </ul> <p><b>D8. McGill IEEE Information Session at Other Colleges</b></p> <ul style="list-style-type: none"> <li>➔ Ahmad to obtain contacts for Marianopolis, Dawson, and Champlain – Saint Lambert</li> </ul> <p><b>D9. Technical Talk: Reflex Photonics</b></p> <ul style="list-style-type: none"> <li>➔ Ahmad to contact Rubana for an update of the event</li> </ul> <p style="text-align: center;"><b>McNaughton Centre</b></p> <p><b>D1. McNaughton Centre Information Session</b></p> <ul style="list-style-type: none"> <li>➔ Hossain to target at different societies (EcoLabs, MAMSS, EUS) for an upcoming 3D Modelling Tutorial (March?)</li> <li>➔ Hossain to possibly deliver a 3D modelling tutorial and form small competition in MECH289 Design Graphics course</li> </ul> <p><b>D2. Application for funding for VR goggles</b></p> <ul style="list-style-type: none"> <li>➔ Adrian to search possibility</li> </ul> <p><b>D3. New Posters and Logo for McNaughton Centre</b></p> <ul style="list-style-type: none"> <li>➔ McN Officers (Matthew, Michael, Dennis) assigned tasks: re-design McN logo, print ad posters, prepare McN picture</li> <li>➔ Since last meeting, McN Officers have attended an <i>McN Tutorial Session</i> by Hossain</li> <li>➔ 2-3 prints have been underway</li> </ul> <p style="text-align: center;"><b>WIE Affinity Group</b></p> <p><b>D1. Formation of WIE Affinity Group</b></p> <ul style="list-style-type: none"> <li>➔ Dena and Malika to form the group as per the IEEE guidelines</li> </ul> <p><b>D2. International Women's Day Event</b></p> <ul style="list-style-type: none"> <li>➔ Dena and Malika to research ideas</li> <li>➔ Ahmad to contact Isabel and Rubana</li> </ul>
2. Completed Events	<b>D1. Brainstorm New Activities for Winter 2015</b>

	<ul style="list-style-type: none"> <li>➔ Adrian: Industrial Talk with Mr. John Chahwan, Manager for Grid Solutions at SNC-Lavalin</li> <li>➔ Mohammad Javad: Industrial Visit at IREQ</li> </ul> <p><b>D2. Power Engineering Industry Talk</b></p> <ul style="list-style-type: none"> <li>➔ Adrian to contact Prof. Bouffard</li> </ul> <p><b>D1. EUS TechWeek 3DP Demo</b></p> <ul style="list-style-type: none"> <li>➔ Hossain to hold a 3DP demo on January 27<sup>th</sup> from 14:00 until 16:00 at the McConnell Hallway</li> </ul>
3. Cancelled Events	<p><b>D1. Google Industrial Visit and a Technical Talk</b></p> <ul style="list-style-type: none"> <li>➔ Alireza and Mohammad Javad to research</li> </ul> <p><b>D2. McGill Engineering Student Center</b></p> <ul style="list-style-type: none"> <li>➔ Mohammad Javad to contact them and speak about potential industry partners</li> </ul>