McGill IEEE Student Branch   Meeting #4: Tuesday February 25, 2014

Committee Attendees									Others Attendees
	22-Jan	28-Jan	13-Feb	25-Feb	11-Mar				
Ahmad	P	A	P	P					
Reza	A	A	A	A					
Malika	P	P	A	P					
Kai	A	P	P	A					
Ming	P	P	P	A					
Hossain	P	P	P	P					
Shohreh	P	P	P	P					
Zahra	A	A	A	A					
Dena	A	P	A	P					

Agenda Item	Discussion	Action / Decision / Event
1. Upcoming Events	- WIE Women's Day - McN 3DP Session	**E1. Malika** WIE, IEEEXtreme Tshirts, Registration stand for McNaughton Center *(Sat 8th Mar)* **E2. Hossain** McN 3D Printing Info Session for McGill Robotics Club *(Tues 18th Mar)* **E3. Hossain** Send 3D printing links to Malika
2. Open issues from the previous meetings	- Chair Election Results - Google Prog. Event - Visit to MDA - Visit to BA	**A1. Ali** Declare the election results *(Tues 18th Feb)* **A2. Shohreh** 3D Print Small Items **A3. Shohreh** Google for Programming Event (C/C++) **A4. Malika** Robotics talk update **A5. Malika, Dena** McN Opening Session email attendees **A6. Hossain** Call for officer positions **A7. Malika** Need equipment for McN (painter's tape, scraper, grease, precision weighing machine, PLA spools…) **A8. Malika, Ming** Visit to MDA, Montreal **A9. Hossain** Possible visit to BA, Montreal **A10. Kai, Ahmad** Organize current income/expense list with bank statement **A11. Kai, Ahmad** McN PayPal account (IEEE vTools?, Ask Roni) **A12. All** Committee IEEE membership

Action Items

Action Item	Date Due	Status
E1	27-Feb-14	
A1	18-Feb-14	
A2	12-Mar-14	
A3	Ongoing	
A4	N/A	Closed
A5	-	
A6	10-Mar-14	
A7	10-Mar-14	
A8	11-Mar-14	
A9	-	
A10	10-Mar-14	
A11	10-Mar-14	

WIE Introductory Session *(Thurs 13th March 2014)*
- Time: ???
- Location: MC603 ?Available?
- Contact Julie from CAPS for collaboration (julie.godin@mcgill.ca)
- Prepare presentation about WIE
- Invite guest speaker(s) or create a video collage
  - McGill Principal
  - 2-3 ECE/CS/MECH profs
    - Doina Precup
    - Tal Arbel
  - Industry speaker
  - Postdoc students
- Networking session
- Prepare goodies (pens, keychains, 3D printed items, …)
- Ice breaker activities

New Officer Positions
- McN Center Officer
- Treasurer
- Public Relations Officer
- Media Officer
- Webmaster (tentative)