



## «Hand Over Meeting»

Date : "30/02/2021"

Place : Google Meet :

In Attendance :

Islem Saafi

Houyem Jouini

Rached Ben Rhouma

Ghassen Ksouri

Siwar Zouita

Lina Bel Haj Yahya

Main Topics :

- IEEE FST 2020/2021 strategy gains and losts
- needed informations and contacts for the next term
- partnerships and collaborations
- code of conduct
- IAS chapter launching

### 1/ IEEE SB DRIVE :

Contains :

a-Writing demandes

b-Plans for the chapters

c-Reports and contracts

d-Meeting minutes / feedbacks

e-shared drive contains data from the past mandates

### 2/ Administration strategy :

trying to make good communication with the university administration

offer services like making JPOS

4C and UTM will be useful with the communication

The Faculty's Dean : is a good way to have the right help

### 3/Recruitment Booths :

In order to have a good visibility and good place in the recruitment days :  
Creativity is the key for getting a bigger audience

### 4/IAS Chapter Launching :

Discussion about the launching plan  
Putting some strategies about the info session and motivation about the election

Members suggested for the new board positions :

Nedra Hammai : Chair

Mariam Gasri : Trésorier

Ilyes Hrisi : RH

Lina Bel Haj Yahya : SG

Yasmine Saadani : Media manager

Speakers suggested : Aymen Tmar / Saif Hajjem

IAS election : Before the Recruitment days

### 5/ Opportunities and Partnerships :

Students.ieee.org : request online speakers  
opportunities : collaboration with YPAG , SPAX

Partnerships to avoid : neurodata : Scam  
Gomycode : did not commit with the obligations  
Aiesec : obligations beyond sources

Partnerships to maintain : MindUp, EL space

### 6/ V Tools :

tblanalytics.ieee.org : give you all the members infos  
Election instructions  
Officer reporting : to add or modify boards

### 7/ IEEE FST WEBSITE :

Requiring some changes in the sb and chapters boards  
We can gain points in the TSYP if we manage to make a good website  
Paper in order to apply for the region 8 best website (students.ieee.org)

### 8/ Financial Strategy :

funds from TEDx event

funds from the Section

Rebate From the Section

Payment request form : <https://ieee.tn/units/payment-reimbursement-request/>

Awards funds

Suggestion : Open a bank account as a club

#### 9/ External Relations :

With FST clubs :

IEEE FST is in the leading position we are kinda the face of clubs in our university

With Other Student Branches :

We must maintain a good relationships :

Maintain IEEE FST's good reputation

With : Guidance , Support , Collaborations , Events and Workshops

Invitations , providing formers

**General Secretary :**  
**Rached Ben Rhouma**