IEEE Meeting Minutes 10/6/20

The October Meeting

7:00 P.M. – 9:33:40 P.M.

Attendance: James, Carolyn, Connor, Joshua, Robin, Tony, Sai Vishnu Anudee Kadiyala (@7:20, left by 8:00pm), Omar Al Sibani (@7:28, left by 8:15pm), David R (@8:15), Matthew Cheung (@8:15, left at meeting end)

Meetings

* Attendance
  + Analysis
    - We had slightly higher attendance on zoom
    - We have a lot of drop off on some workshops, namely the coding-based ones
* Concerns
  + Why aren’t we getting more people attending if we are the only CEAS club, we advertise on the CEAS and IEEE listservs, and if we have around 100 people in our discord server?
    - Discord might be new to a lot of people and people turn off notifications
    - If we sent a reminder for a zoom meeting the day of, would we get more attendance?
* Good job everyone for our hard work!

Things we can be doing better

* Advertising workshops
  + We don’t really have a pipeline for advertising, and it has felt last minute
* Our workshops are leaky
  + A decent amount of people leave in the middle
* Increasing the amount of people at workshops
  + Why aren’t people attending?
    - School culture?
* Workshop attendance keeping
  + James wants a big spreadsheet with every club member’s name on it and what workshops they’ve attended
* Getting people to interact more on the discord
  + The server is low key dead compared to the CDO and UA CS discord servers
* War with SA
  + The IEEE friendly senator is S2H on discord

October Plans

* Workshops
  + Thursday 10/8
    - Robin Personal Project
  + Wednesday 10/14
    - James ??????
  + Thursday 10/22
    - Tony ??????
  + Wednesday 10/28
    - Carolyn GitHub
* Concerns
  + Tony: are projects too surface level?
    - James: agrees we are kind of surface level and adds that it’s difficult for people to implement new features to what they learned at the workshop because they’d have to look for documentation or watch tutorials
    - Robin: workshops are difficult because the learners don’t have the same knowledge as the host
      * Would smaller, 30-40 minute workshops that build towards the same project be better?
    - Sai: admits they got lost during the Unity workshop
* Empowered bystander training
  + Tony: taken
  + James, Joshua, Connor: signed up
* Fixing our week points
  + Introducing, the D-Board
    - Intelligence director: will spy on the SA
    - ~~Attendance director: formalize attendance taking by taking attendance, will note down when people leave during the workshop~~
      * Vetoed
    - Social media director
    - Communications director: write listserv emails, keeps things on schedule, ensures each workshop is advertised consistently and on time
    - Outreach director: in charge of getting people for talks
  + James wants to introduce more leadership positions so that people can have more opportunities
  + Tony’s concern
    - Too many positions
    - Doesn’t like attendance director because doesn’t feel like it makes sense to have it considering it’s intertwined with his job already
    - Feels wishy washy about communications director
  + Robin’s concern: don’t make the new positions too vague and he’s concerned that his own position is pretty vague
  + James: wants the communications director since he’s been mostly the one sending emails to the listservs
    - Wants Robin to start maintaining the website server and ask Muckell how he can get access so that Robin has more to do
  + James J-Board concern: some j-board members wont get e board positions next year so that could be a point of friction
* Formalizing the workshop pipeline
  + Pre workshop
    - (a) Location and time
      * must be submitted to the e board by the Saturday before
    - (b) Workshop description
      * Depends on (a)
      * Must be submitted to e board by the Saturday before
    - (c) Workshop content creation
      * Depends on (b)
    - (d) Website update
      * Depends on (b)
      * Must be completed by the Sunday before
    - (e) Flyer creation
      * Depends on (b)
      * Must be completed by the Sunday before
    - (f) CEAS listserv announcement
      * Depends on (b), (e)
      * Must be completed by the Sunday before
    - (g) IEEE listserv announcement
      * Depends on (b), (e)
      * Must be completed by the Sunday before
    - (h) Discord announcement
      * Depends on (b), (e)
      * Must be completed by the Sunday before
    - (i) Other announcements
      * Depends on (b), (e)
  + During workshop
    - Dynamic attendance – secretary
    - Video recording
    - Robin’s suggestion for workshops:
      * Let’s say how long workshops will be
  + Post workshop
    - Uploading material to GitHub
      * James has a format for Readme
      * The workshop host should upload their materials to the GitHub
    - Video editing and uploading to YouTube
      * James has a format for description
      * After each workshop, e board will determine who has the best recording of the workshop
      * The uploading to YouTube and GitHub should happen around the same time so that people watching the video can view the materials
    - Website update
      * Robin is responsible
    - These responsibilities are due by the night of the event
* New meeting types
  + 30 minutes each at 8:00pm
  + Project showcase
    - James volunteered to do them on Friday’s
  + Interview prep
    - Basically, prep for coding interviews
    - Robin volunteered to do them on Monday’s
  + Attendance for these isn’t mandatory for e board members
* Position filling interviews
  + How will we pick the j-board and d-board members?
  + James likes the Mahnoor Method:
    - Prospective members submit a “letter of intent” where the “letter” is like a cover letter, basically saying why they want the position and what they’d do, and a resume.
    - This would sort of be a preliminary round to weed out people who might not be serious about it and get them to think about why they want the position
    - Club members may apply for multiple positions, but they should order the positions they’re interested in from most to least
    - Then, we would interview the applicants on zoom
  + J-Board
    - Due date for J-Board applications: 10/20/20
    - Interview date for J-Board applications: the week of the 10/20
    - Ideally, the chair and the member holding the position for which the club member is applying should be present in the interview
    - The e board members of the respective j board positions will form questions, and James, the chair, will formulate additional questions
    - We will hold j board positions for chair, vice chair, treasurer, and secretary
    - The goal is that the j board member will be like a secretary for their respective mentor, and the mentor should, ideally, be able to ask their j board mentee to complete one of their tasks if need be
  + D-board
    - Assuming it will follow the same standards as the j-board
  + Where is Professor Muckell? Should he be present in the interviews?
    - On the topic of Muckell, Carolyn suggested we follow up with him to see if he can still recruit companies to come and talk at our meetings

Administrative Matters

* Constitution
  + Article I: Section A: Name
    - Updated it so that SA will skim over the “local constitution”
  + Article III Section B:
    - Updated number of meetings for club member eligibility for an e board percentage to a percentage
      * 50%
    - Conflict: low ball it to keep it accessible, or higher it so that the people running for the position are already active??
  + Article III Section C:
    - Updated the date of the election
  + Article II Section C:
    - Updated event requirement to a percentage
      * 35%
  + Article IX
    - Absentee clause
      * Will the interview prep and project showcase workshops count towards the 75% since they aren’t mandatory?
  + Black constitution:
    - This is going to be the aforementioned “local constitution” that will used to circumvent SA’s rules
* Treasurer’s exam
  + Joshua and James need to take it
  + Joshua emailed comptroller and assistant comptroller but received no response
  + Tony needs to forward an email from the Comptroller and Assistant Comptroller to James and Joshua
  + James is also going to try to set up a meeting for information
  + We all need to figure when the deadline for the exam is

A Tony Comment

* why don’t we pick fields/areas of computer science/computer engineering that people can get leadership positions for?
  + We are lacking in Electrical engineering, so why not an electrical engineering director?
  + What if we had a single e board position that held weekly coding interview workshops?
* Another remark on the new directors: since the communications director would be fulfilling a duty of the chair, wouldn’t it make sense for the j board chair to do it instead?