Minutes for UM6P's ACM chapter

Call to Order

An online meeting of **UM6P's ACM chapter officers** was held on **18th July**. It began at 11:15 and was presided over by Pr. Karima Echihabi as Faculty sponsor and Mr. Abderrahmane Baidoune as Chair, with Mr. Anass Kemmoune as Secretary.

Attendees

Officers in attendance included :

- Mr. Abderrahmane Baidoune as Chair.

- Mr. Zakaria Choukri as Vice-Chair.

- Mr. Anass Kemmoune as Secretary.

- Ms. Imane Rahali as Treasurer.

- Mr. Ilyas Boudhaine as Membership Officer.

- Mr. Yassir Fri as Web Master.

- Mr. Mohieddine Farid as Events Coordinator.

Faculty sponsor included : Pr. Karima Echihabi

Agenda

1. Kick-off Weekly Meetings

2. Main Objective: Website Development

3. Responsibilities Assignment

4. Deadlines and Milestones

5. Chapter Activities and Events

6. Website and Social Media Strategy

7. Future Meetings

Meeting Summary:

1. The meeting commenced with a discussion about the purpose of the weekly meetings, which is to track the progress of the chapter's website development and plan various events and activities.

2. The main objective of this meeting was to initiate the website development process. It was suggested that someone should take the lead in starting the necessary tasks, including finding an office space for the chapter.

3. Hosting options were discussed, and it was decided that while waiting to acquire our own domain, the chapter can host the website on the professor's website. There is a possibility that ACM may provide hosting assistance, and Yassir will explore available options.

4. The officers reviewed the deadlines for the Website:

    -   First Prototype Deadline: August 5

    -   Fully Functioning Website Deadline: September 10

5. It was clarified that building the website will not be funded, and the chapter can take advantage of the distinguished speakers' series by having ACM cover their travel expenses.

6. The first activity discussed was inviting a speaker who had previously been coached by Coach Abid. The team also brainstormed ideas for other types of events, including research seminars, and Mohieddine will be responsible for coordinating with ACM when Professor Karima reaches out to potential guests for the events.

7. Anass volunteered to create the logo for the chapter and confirmed that he will have the logo ready by the end of the week.

8. The team acknowledged the existence of a monthly research seminar and decided to contact Sole for membership inquiries, pending confirmation from Ilyas regarding a deadline.

9. An on-campus event will be held once every two months. The team discussed the importance of having an office space for the chapter and will compile arguments to support this need.

10. Anass suggested creating social media pages to facilitate publicity efforts. It was agreed that Chapter officers' information and photos will be posted on those pages as a first post.

11. The team discussed the possibility of holding machine learning seminars in the future, although not during the first semester.

12. All chapter events will be unified under the umbrella of the ACM chapter, and there will be no separate clubs.

13. Baidoune proposed adding a section on the website for users to post research papers or write about their passions.

14. It was agreed that at least one meeting in August will be scheduled before the website deadline set by Yassir.

Action Items:

1. Yassir: Explore hosting options and coordinate with ACM if necessary.

2. Mohieddine: Coordinate with ACM regarding guest invitations and event links.

3. Anass: Create the chapter logo and prepare it by the end of the week.

4. Ilyas : Contact SOLE to make the chapter as an official UM6P club.

5. Chapter Officers: Prepare arguments for the need of office space. Brainstorm ideas for future events and activities.

Next Meeting:

- Date: Wednesday, July 26, 2023

- Time: 11:00 AM

- Location: Online

Subsequent Meeting:

- Date: Monday, July 31, 2023

- Time: 11:00 AM

- Location: Online

Secretary Anass Kemmoune
[UM6P's ACM chapter]

Wednesday 19th July 2023