UTM CS CLUB

Recruitment Session

Who Are We?

- Anthony Tam
- Sanjay Krishna Moorthy
- Ken Florencio
- Anderson Ng

- Group Number: 15
- Type: 1

What are we?

- A link for students in need of assistance
- To point students in the right direction
- To help students meet their peers and network with others

Why are you here?

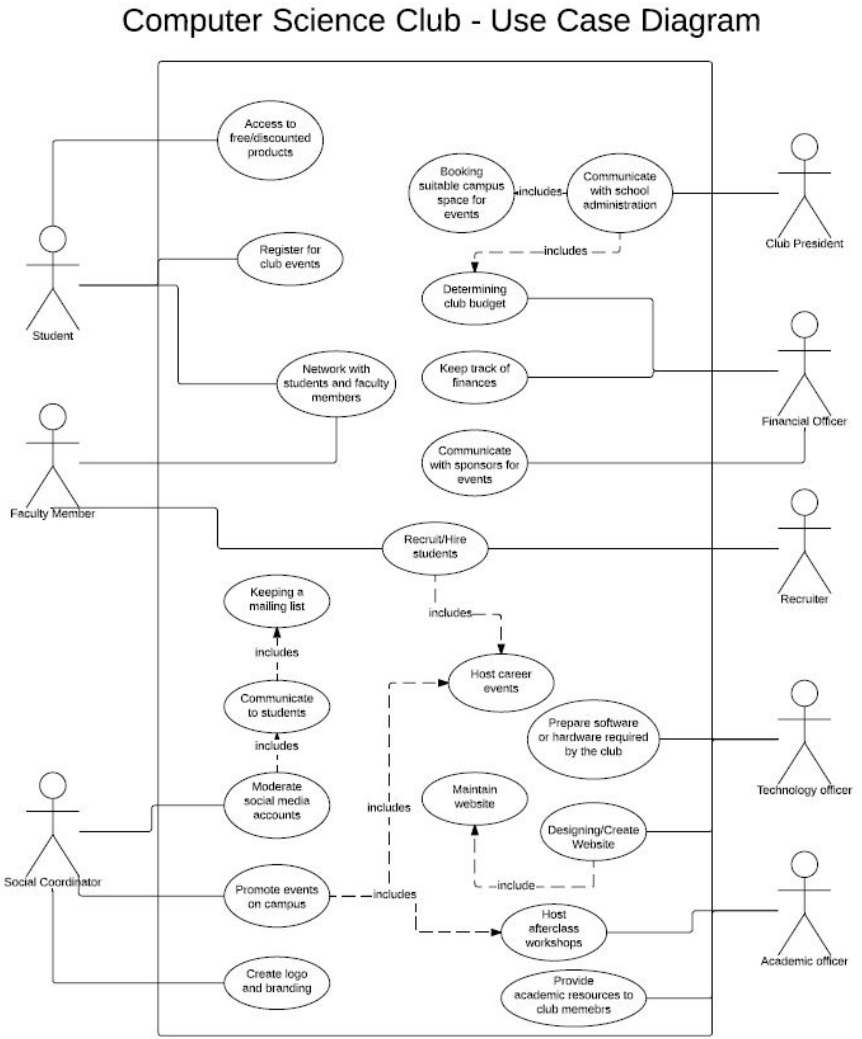
- To help get the CS Club off the ground
- To learn the roles and responsibilities of the executive team
- To become a member of the CS Club executive team

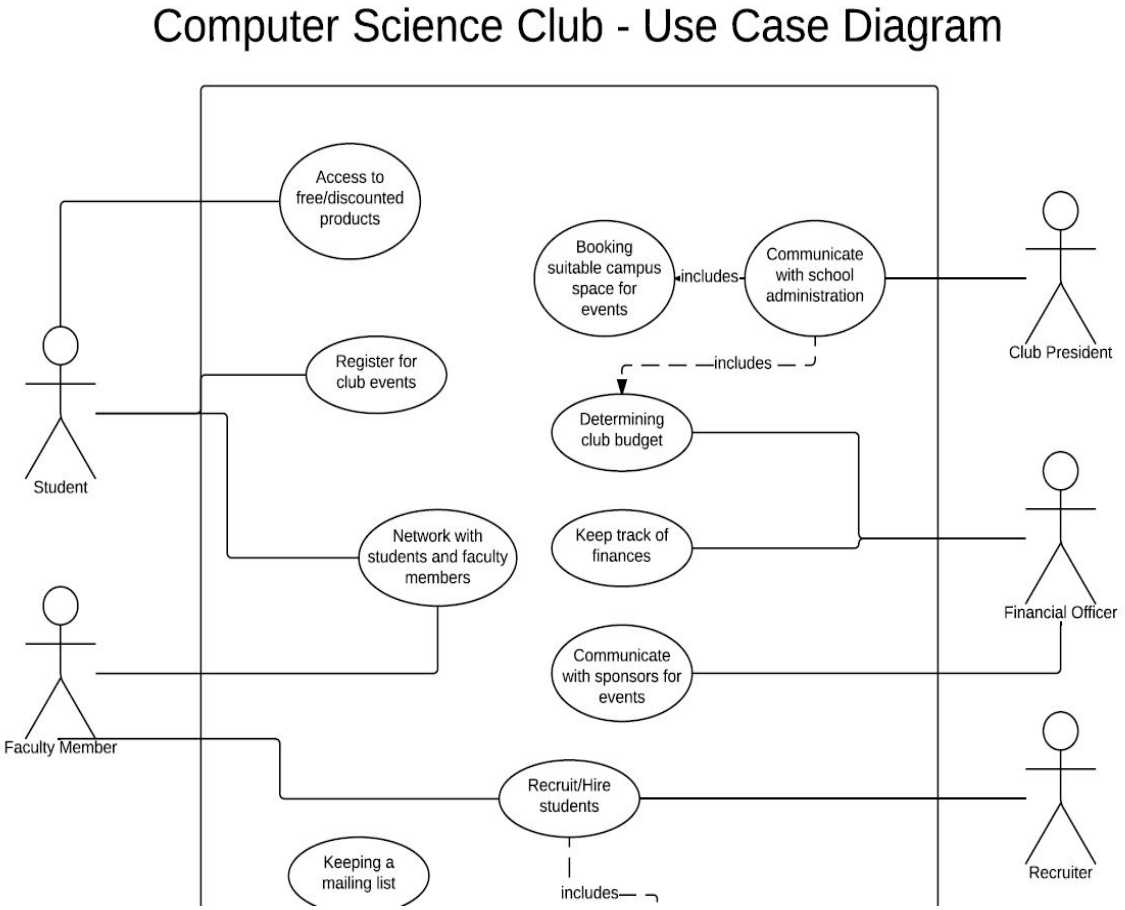
Why are you here?

- Learning how the club will function
- The process for selecting the initial executive team
- How new events will be created

Roles and Responsibility

Use Case Diagram





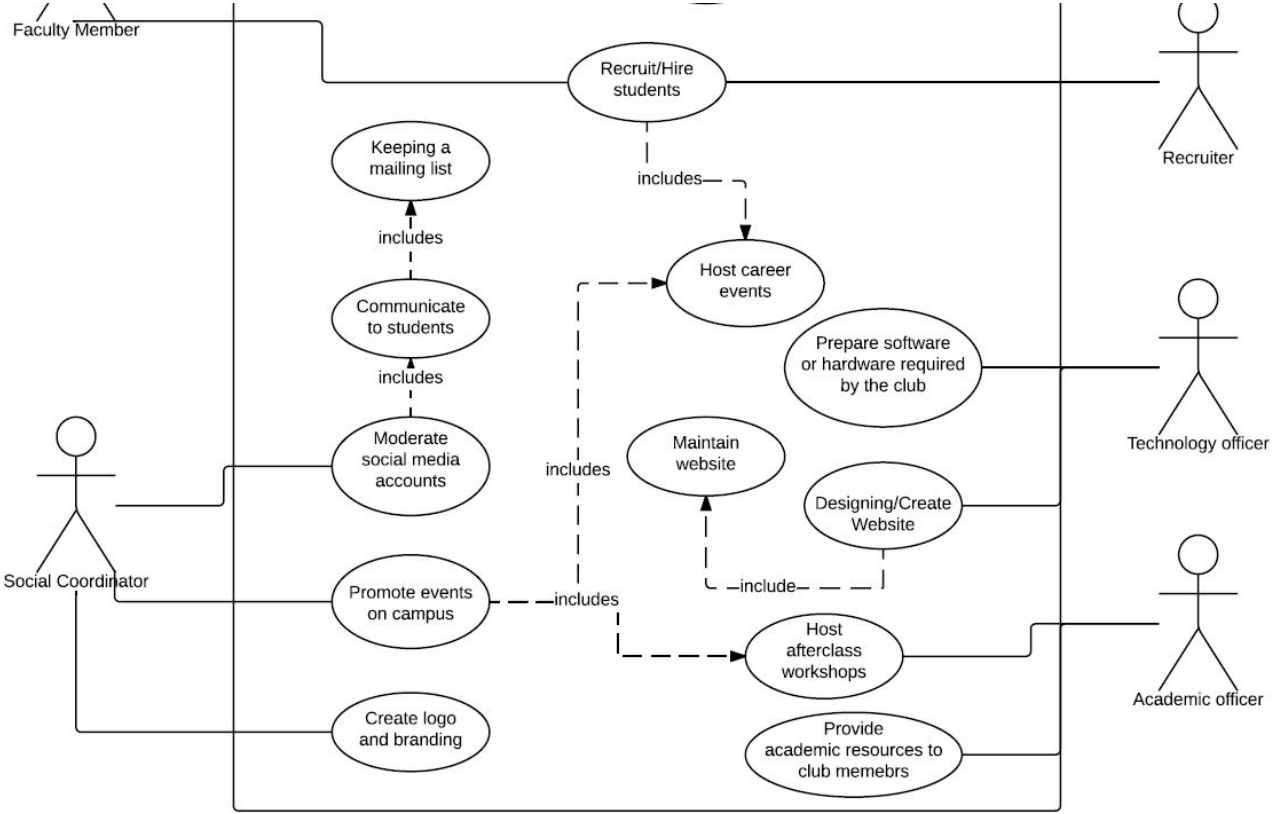
Student

Recruiter

Faculty Member

Club President

Financial Officer



Social Coordinator

Technology Officer

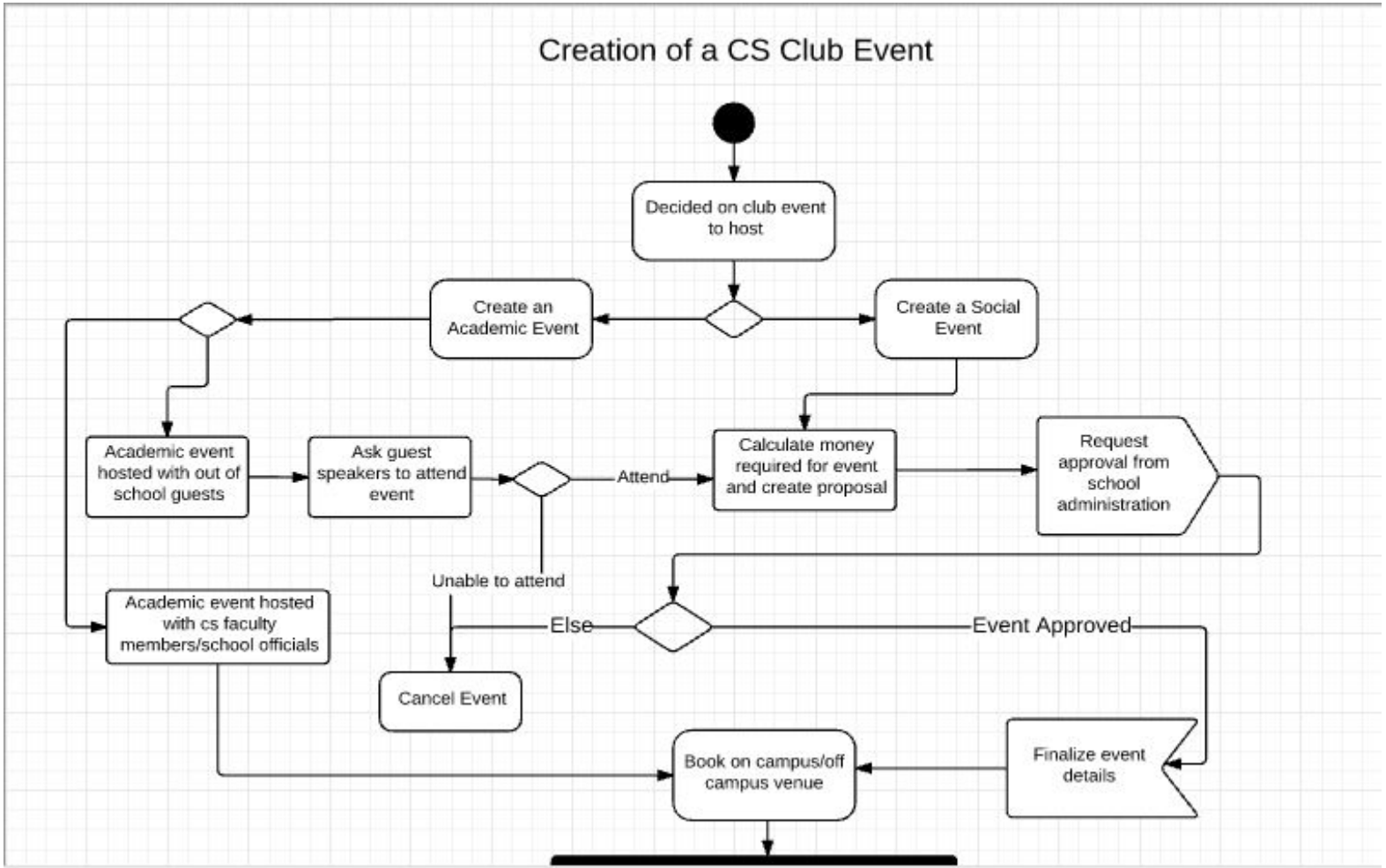
Academic Officer

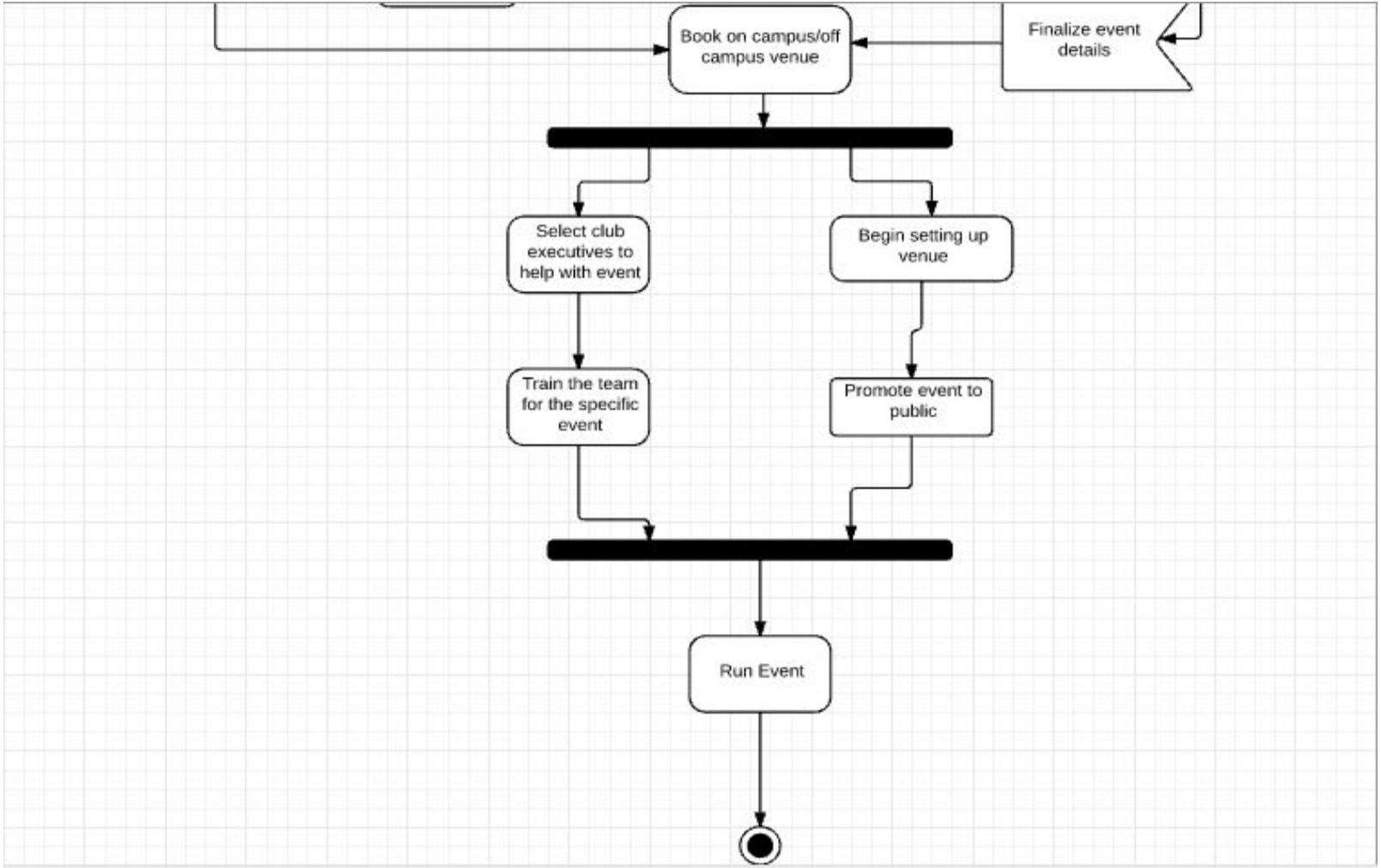
CS Club Student Activities

Club is optimized for student use:

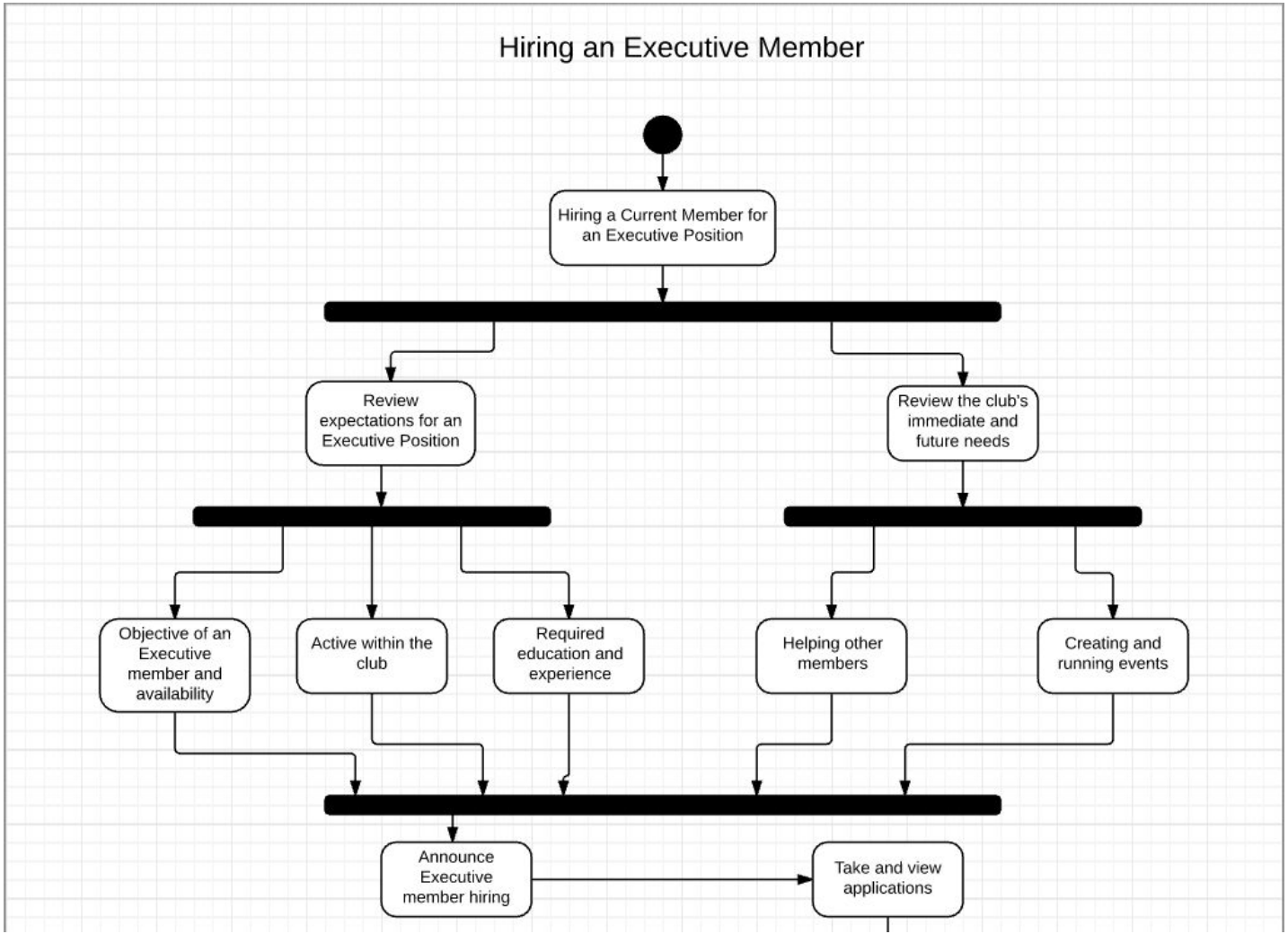
- Participate in events to provide networking skills
- Develop understanding of material
- Workshops on specific topics
- Fun activities so students feel welcomed
- Women in Computer Science

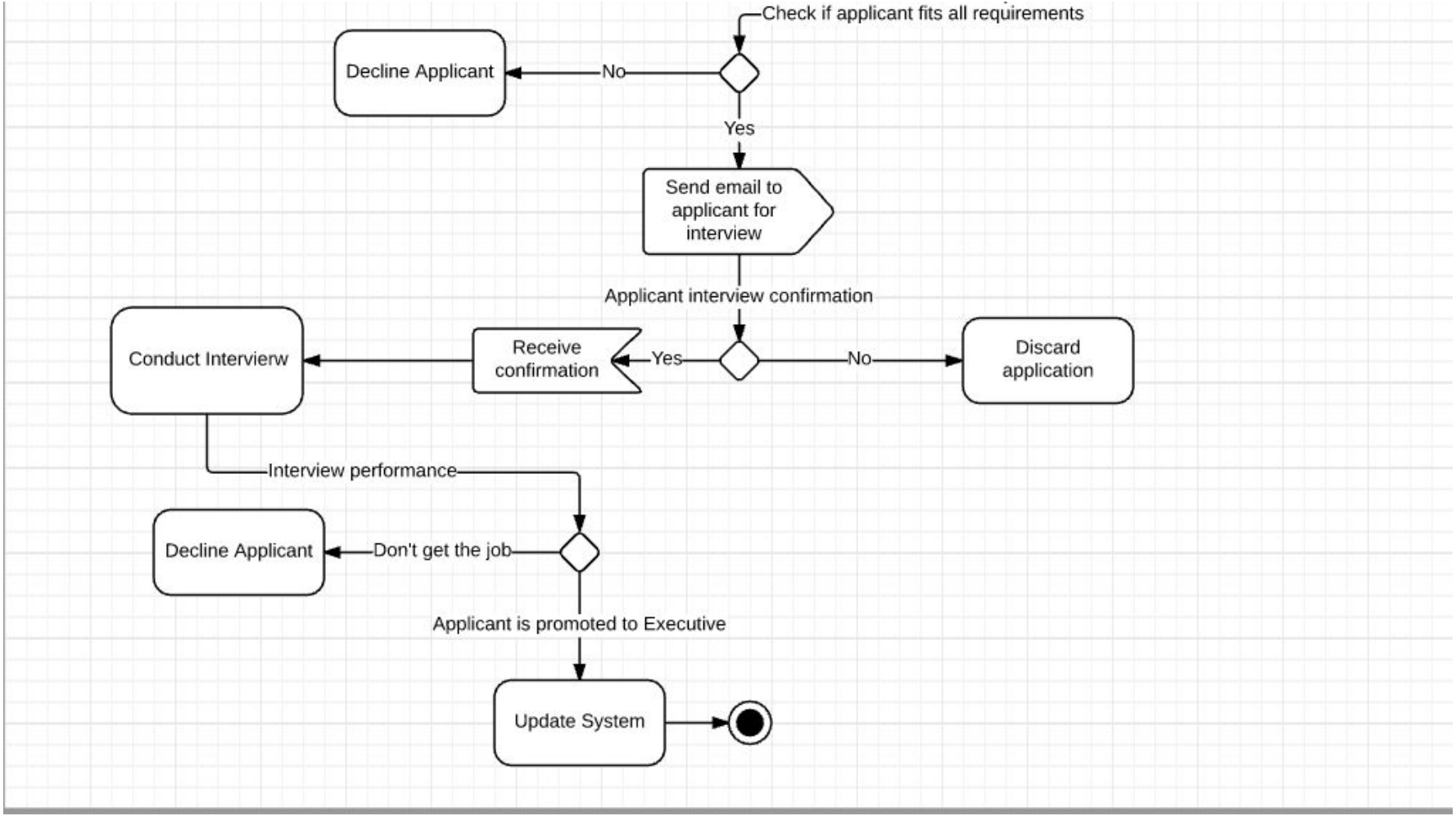
How is a New Event Created?


Creation of a CS Club Event
Decided on club event to host
Create an Academic Event
Create a Social Event
Academic event hosted with out of school guests
Ask guest speakers to attend event
Attend
Calculate money required for event and create proposal
Request approval from school administration
Unable to attend
Academic event hosted with cs faculty members/school officials
Else
Event Approved
Cancel Event
Book on campus/off campus venue
Finalize event details


Book on campus/off campus venue
Finalize event details
Select club executives to help with event
Begin setting up venue
Train the team for the specific event
Promote event to public
Run Event

Hiring an Executive Member

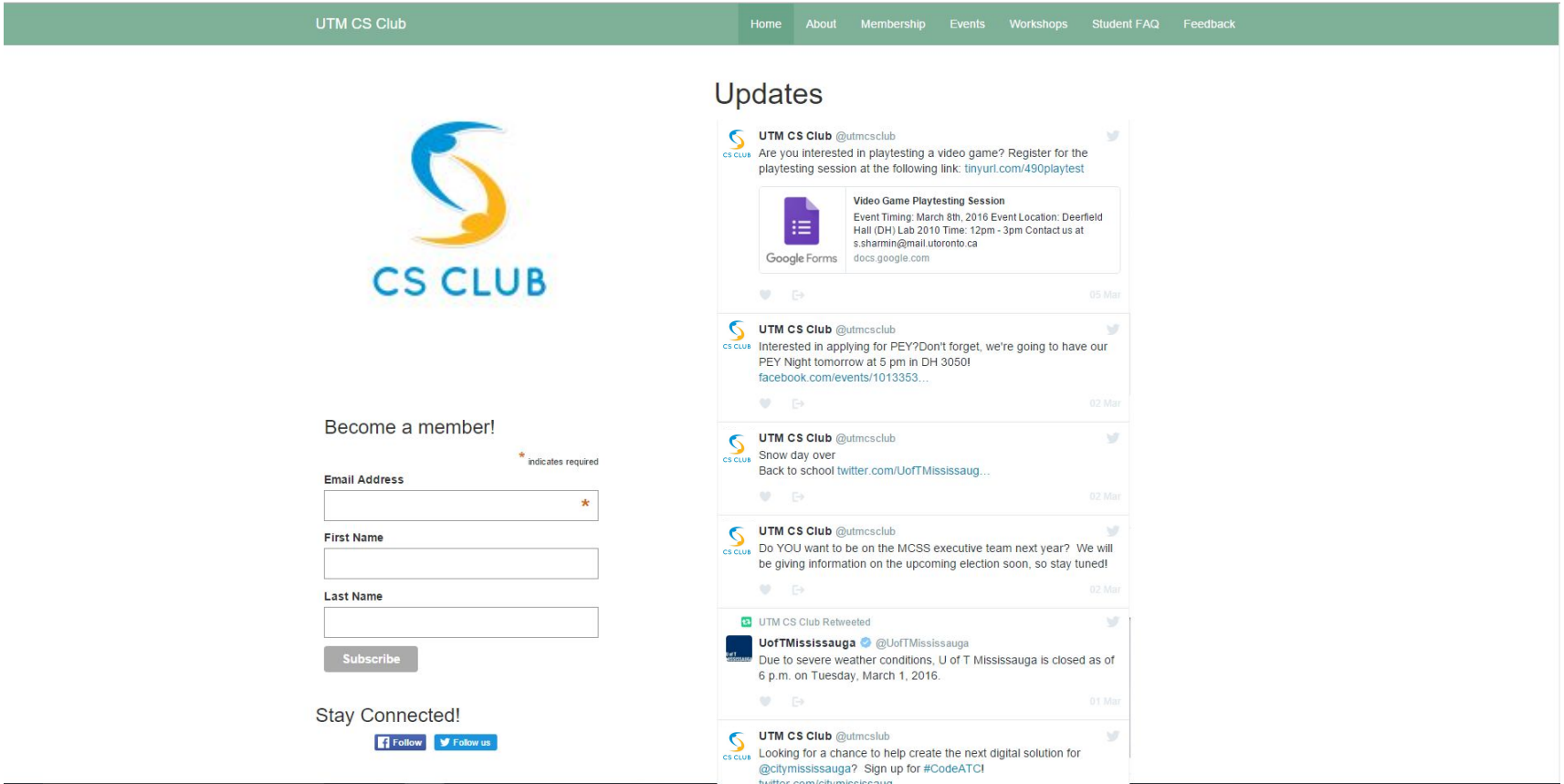



Check if applicant fits all requirements
Decline Applicant
No
Yes
Send email to applicant for interview
Applicant interview confirmation
Conduct Interview
Receive confirmation
Yes
No
Discard application
Interview performance
Decline Applicant
Don't get the job
Applicant is promoted to Executive
Update System

Projected Club Objectives

- Create Sponsored Projects that will create revenue
- Have a centre on campus with useful facilities
- Create a voting system for events and any major decisions made by execs
- Host major contributors who have contributed to the field

Website Mockups



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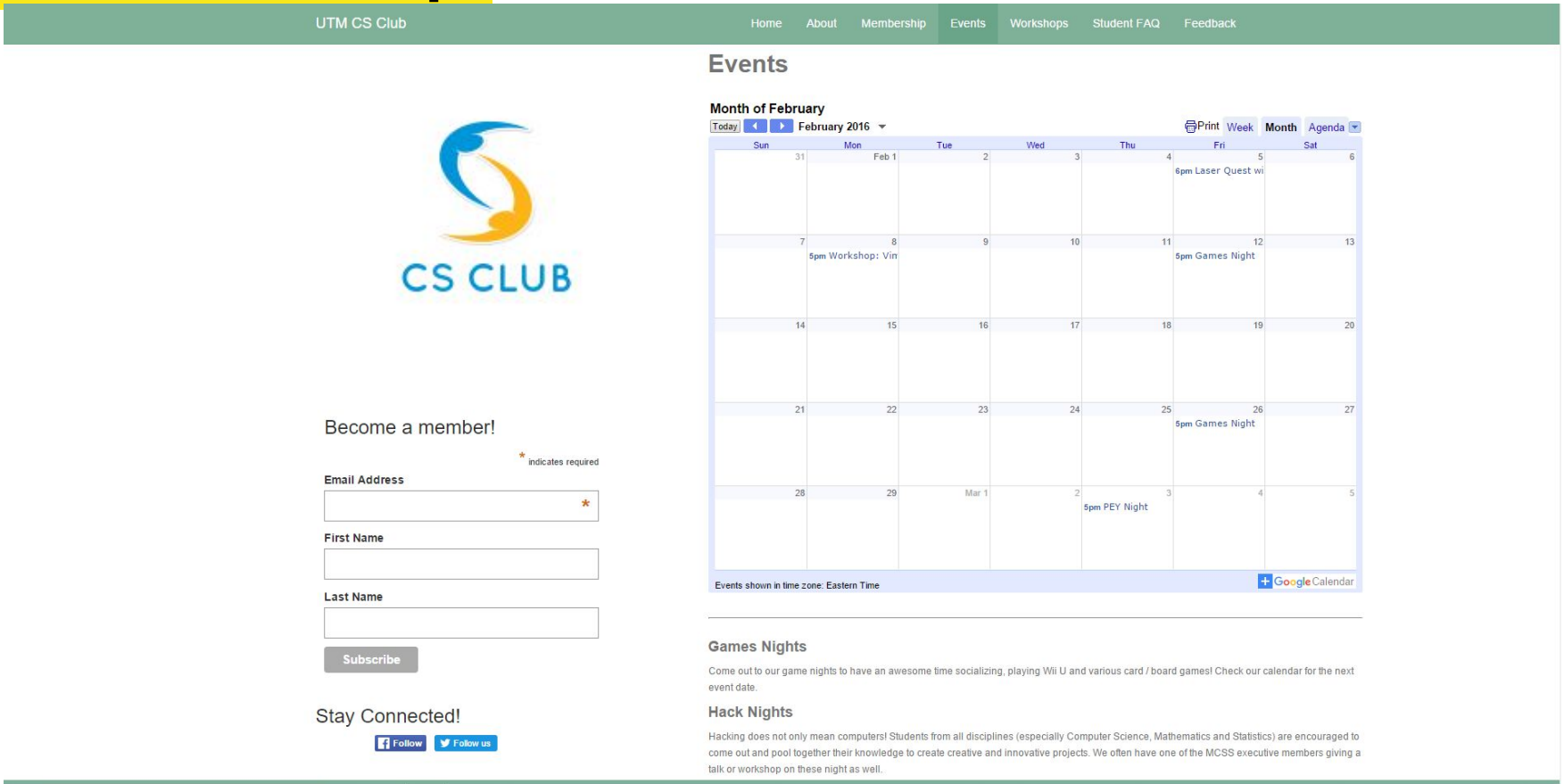
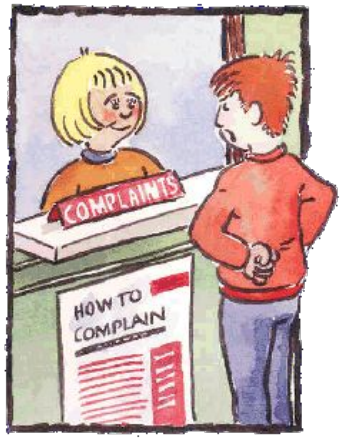


Complaint Consideration

- Complaints will be taken very seriously
- Discussion with board members
- If we receive many complaints on same issue there will be immediate action



What did we Learn Today?

Executive Team Members

We currently require:

- Club President
- Financial Officer
- Social Coordinator
- Technology Officer
- Academic Officer

Club Summary

- The club revolves around an organized structure
- Actions within the club follow a sequential set of rules and requirements
- External events are organized on a public calendar
- Each task has specific requirements that must be followed

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