

KCMQ: Knack Central at Macquarie University

Society Roadmap Meeting: 2012-07-06

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**CHALLENGE
ACCEPTED**

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Chapter **1**

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1.1 Introduction

1.1.1 Attendees

(in order of surname)

- Tristan Allanson (TA)
- Tim Boye (TB)
- Joe Campbell (JC)
- Adam Carmichael (AC), (minutes)
- Adrian Kane (AK)

1.1.2 Apologies

- Pierce Rixon
- Carl Svensson

1.1.3 Agenda

The following agenda items need to be discussed with the following priority:

- (a) Whats - Determine what we intend on doing
- (b) Whens - When we intend on doing them. Would like to determine (to the week) when activities and events will take place
- (c) Whos - Who will take point on activity / event / item
- (d) Hows - How the activity / event / item will be implemented

1.2 Name and Acronym

1.2.1 Outcome

KCMQ: Knack Central Macquarie University

1.2.2 Vote

A vote was cast. Voters were allowed to vote multiple times.

KCMQ: 5 votes.

MESS: 3 votes.

Other names were ruled out pretty quickly. No objectors to KCMQ, though not all involved are 100% convinced yet.

1.2.3 Action Items

- Logo needs to be a simple vector of some description involving at most 4 colours, but multiple tones of colour are permissible. This is to keep printing costs down, and to make the logo recognisable.

Logo concepts include circuitry and tools to form letters for the acronym "KCMQ" with the motto being: "Engineering Motto: Challenge Accepted".

1.3 Activities, Events & Items

1.3.1 Outcomes

The following activities, events and items have been determined of high enough importance to be tackled with the following priorities, dates and people to follow up:

Activity/Event/Item	When	Who
PAL & Workshops	Weekly	AC
Tutors		(AC to contact MikeH)
L <small>A</small> T <small>E</small> X		(AC to contact KaruE)
AWR	2 nd term	TA
ELEC241 Basics		JC
BBQs	Week 2 Week 6 Week 12	AK
Video Tutorials & Resources	-	TB
Week 10 Engineering Cocktail	Week 10	-
Newsletters & Social Media	Week 13	-
Project for O-Week	Mid-Semester Break	-

Table 1.1: Whats, Whens and Whos

1.3.2 Classes of Activities, Events and Items

Majority of Activities, Events and Items fit into 4 main categories (please note this list is not exhaustive, previous notes contain more details):

- (a) Classes
 - (i) How to present one's self
 - (ii) LATEX
 - (iii) Math for engineering
 - (iv) Software tools

- (v) Lab equipment
- (vi) Engineering logbooks & planning processes
- (vii) Embedded computing
- (viii) EWB challenge
- (ix) Dick Smith Electronics Funway Kits
- (x) HOWTO prep for exams

(b) Activities

- (i) Guest Lecturers
- (ii) Seminars
- (iii) Professional Networking
- (iv) Workshops
- (v) Project Days, "*Knack Time*"
- (vi) PAL - Peer Assisted Learning. Tutoring/mentoring
- (vii) Fundraisers
- (viii) Ham radio / cryptographic exercises
- (ix) TEDx MQ

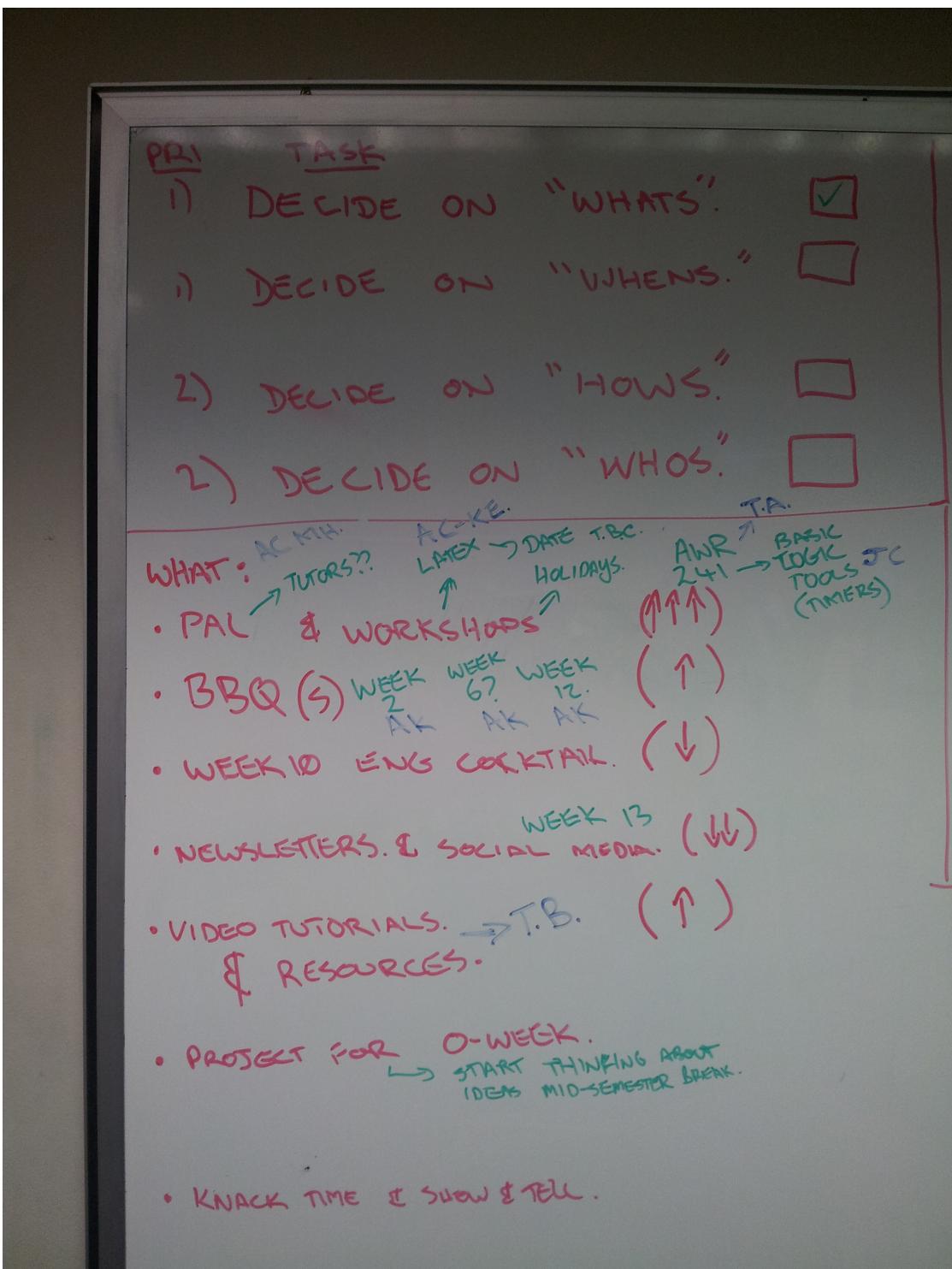
(c) Social Events

- (i) BBQ / Pancakes
- (ii) Weekly bar meets
- (iii) Ham radio days

(d) Creation of Resources

- (i) Videos (in similar style to Kahn Academy)
- (ii) Lecture notes
- (iii) Workshop slides
- (iv) Links to other resources

1.4 Photos



CLASSES:

- HOW TO PRESENT ONE'S SELF.
- LATEX
- MATH FOR ENG.
- S/W TOOLS.
- LAB EQUIP
- ENG. LOGBOOKS
II PLANNING PROCESS
- EMBEDDED COMP.
- EWB CHALLENGE.
- DSE FUNWAY KITS
- HOWTO PREP EXAMS

SOCIAL EVENTS:

- BBQ / PANCAKE
- WEEKLY BAR MEET.
- HAM RADIO DAYS.

ACTIVITIES:

GUEST LECTURES.
CHALLENGE:

SEMINARS — PROFESSIONAL NETWORKING.

W/SHOPS

PROJECT DAYS

P.A.L. TUTORING / MENTORING

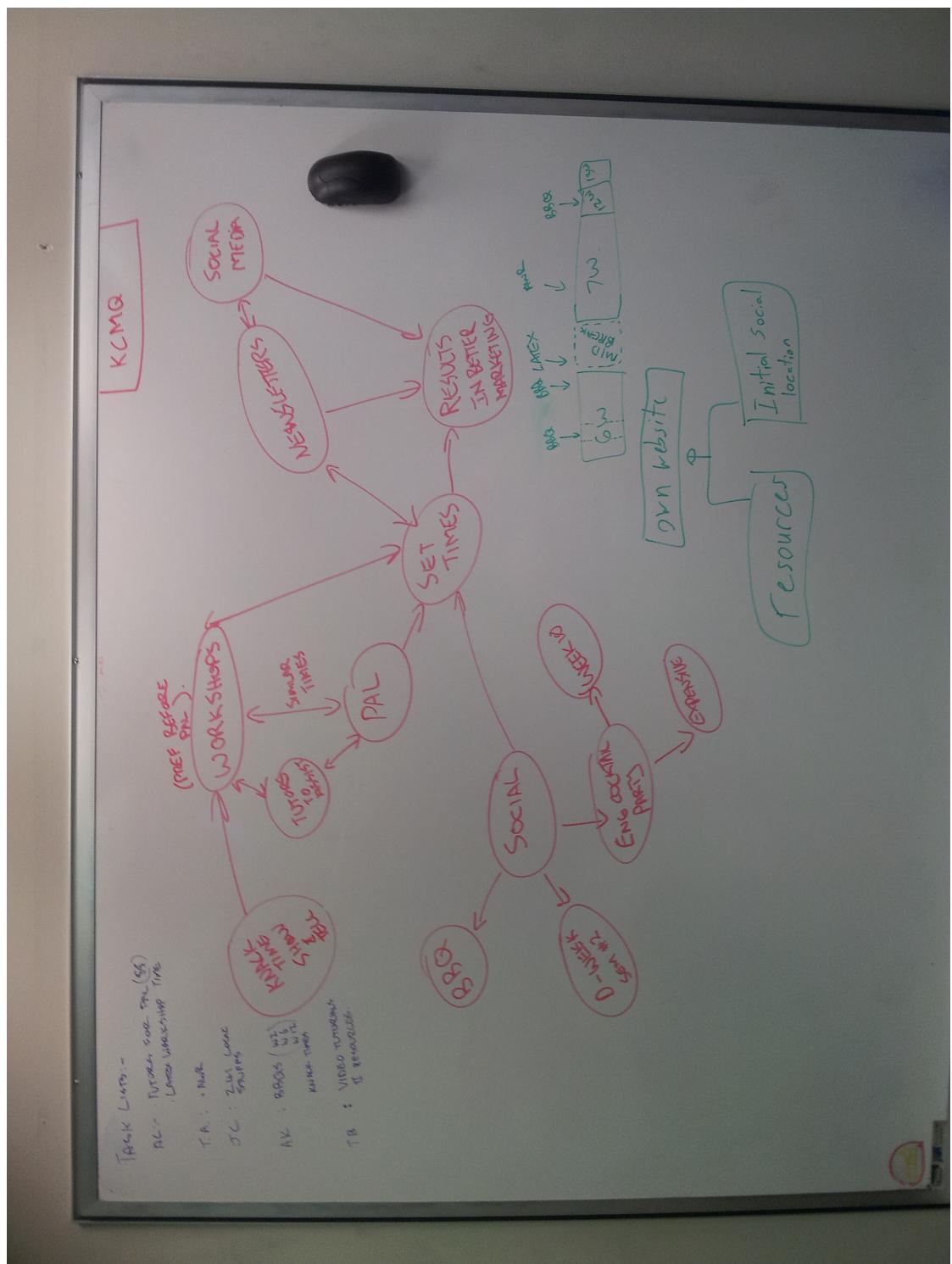
FUNDRAISERS

HAM RADIO / CRYPTO

SOCIALS / INDUCTION

END OF SEM. w/ AWARDS

TEDx MQ.



TASK LISTS:-

DC :- . TUTORS FOR PAL (\$\$)
. LATEX WORKSHOP TIME

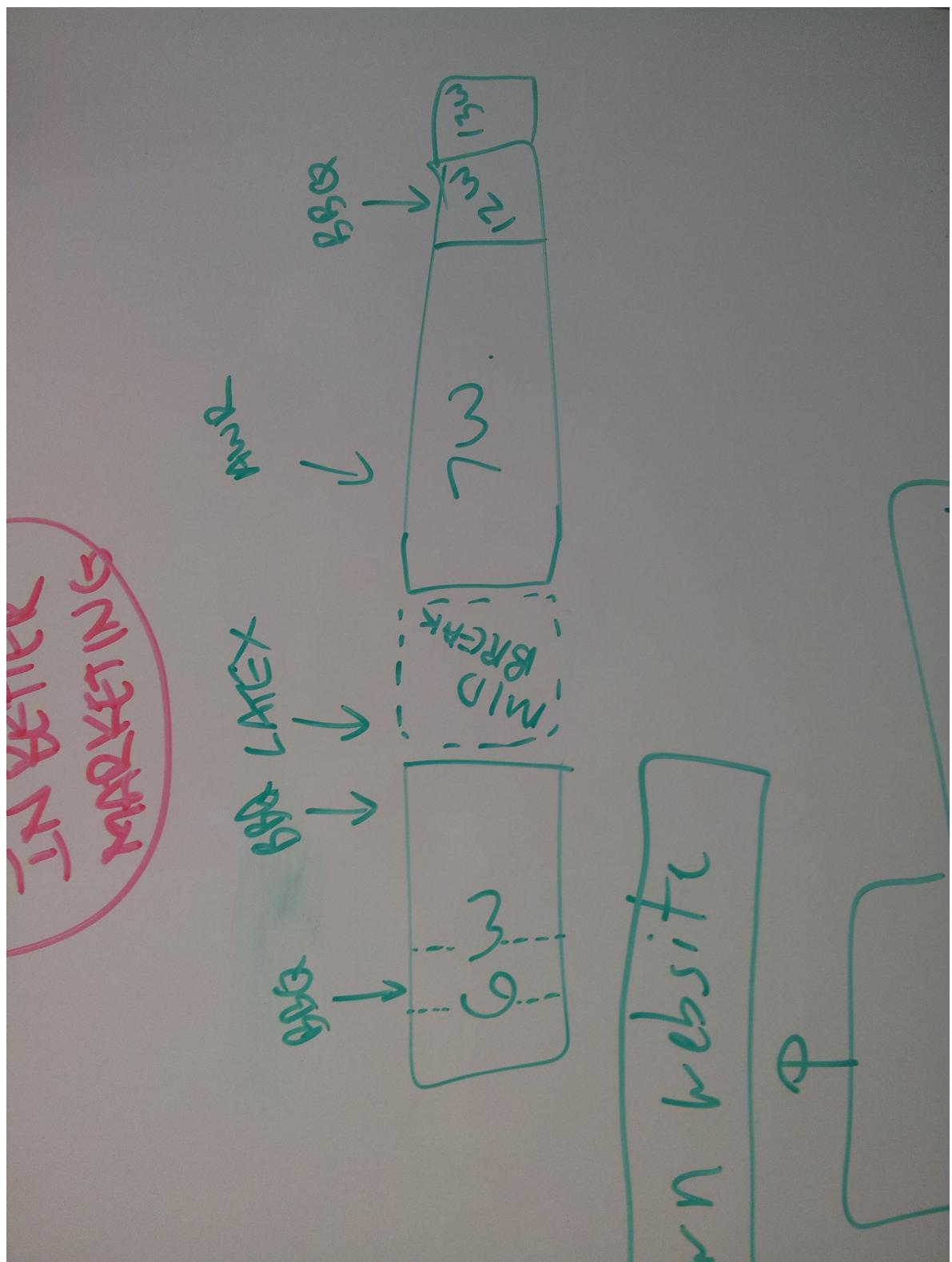
T. A. : . AWR

JC : Z4I LOGIC
STUFFS

AK : BBQS (W2
W6
W12)
KNACK TIMES

KNACK
TIME
SHOW

TB : VIDEO TUTORIALS
|| RESOURCES.



1.5 Followup & Notes via Emails

1.5.1 Misc

The following parts were mentioned in the meeting but not necessarily on the whiteboard, or even in the initial posting of these notes.

- Joe would like to maintain a group based method to manage different responsibilities to avoid bottlenecks in management should someone be unavailable.
 - Issues may arise with accountability when groups are not proactive in ownership of tasks.
 - The charter¹ we plan to base our own charter on provides a framework to easily create groups and teams as needed to work on such items.
 - While a group may be working on a task, there is one central point of contact for such a task or responsibility.
 - This allows for the essence of Joe's suggestion to enable group based allocations while providing a single point of accountability.²

1.5.2 Action Items

- Pierce Rixon, David Lam and Josh Miller interested in being involved.
- Pierce, Tristan and possibly Adrian are not onboard with "Knack" (yet), may require further discussion.
- Joe reports domain kcmq.com is already taken.
- Adam reports domain kcmq.net and kcmq.org are available.
- Furthermore Pierce recommends that we need to resist the urge to become overly "nerdy".

1.5.3 Next Meeting

The next meeting has been scheduled for 2012-07-13³ in room E6A.261, or E6A.245 (conference room) should 261 be unavailable. Time: 1530.

¹FIRST Alumni

²Effectively creating a driver for stuff to get done, whilst allowing for a team dynamic.

³Yes, it's Friday the 13th.