2021-12-01

IEEE Proposed Agenda

Expected Date of Meeting: December 1st, 2021

Expected Duration: 90 mins

Meeting Number: 6

Agenda

1. Call to Order and Introduction

2. Adoption of Previous Meeting Minutes

3. Adoption of Agenda

4. Proposal for Commissioners to get Keys

5. Updates

6. Varia

7. Closing Remarks

IEEE Meeting Minutes

Starts: 6:00PM

In Attendance:

- Alae

- Madi

- Juan

- Sultan

- Vlad

- Loic

- Ben

- Eda

- Pavly

- Steven

- Is'Haaq

- Rikki

- Gianluca

- Victoria

Excused Absences:

- Mehedi

- Valerie

Call to Order and Introduction

Vlad: Welcome! First Wednesday meeting

Adoption of Previous Meeting Minutes

- Motion: Vlad

- Second: Madi

- No opposes, no abstentions, motion passes

Adoption of Agenda

- Motion: Vlad

- Second: Ben

- No opposes, no abstentions, motion passes

Updates

Chair (Vlad)

- Finally got all appliances!

- Need to get more coffee pots, fridge things (McNaughton budget)

- Raspberry pi set up, TV as well

- PC parts will be ordered soon

- Alae notably places poutine in the fridge

- IEEE Ottawa Section Meeting: We Won Best Branch!!!

- By-Elections next meeting

Vice-Chair (Madi)

- Santa photo soon! Be there on time and wear a Christmas sweater!

- Merch in the works!

- Engibeering on Monday was fun! Great success

- Do a feedback survey!!

- **SECRET SANTA**

Treasurer (Ben)

- E-transfer is live and working (Just make sure you have your receipt)

- Procedure: Send receipts to Ben, fill the form, receive money back
    - The form is going to be a google doc, you add your submission to the table
    - $1.50 e-transfer fee/transaction

Secretary (Pavly)

- Beautifying the notion (hopefully done before New Years)

WIE Chair (Victoria)

- See below

WIE Vice-Chair (Eda Su)

- Sending gifts to panellists

- Starting to organize Wine & Cheese

VP External (Mehedi)

- No major updates

VP Internal (Steven)

- The volunteers' list is up!

- Battle Royale

  - The team is set up!

  - First meeting at the end of December following exams!

VP Academic (Rikki)

- First hybrid cookies n cram!

  - The cookies were great, shoutout to Valerie and Sophie

- Review Sessions

  - Shoutout to Vlad, Alae, Ethan, Juan, Gianluca

  - CEG 2136: great turnout, more than 20 people total!

  - ITI 1120/GNG1106: recorded and posted on youtube

  - ELG 2138: Postponed to Saturday right after CSI 2110 5:00-7:00 PM

- Planning on doing Study with IEEE

  - Study session in the office with execs

- Planning on posting study tips

VP Social (Sultan)

- No major uopdates

- Working with CSSA to organize games tournament

  - Next semester

- Brainstorming social ideas

VP Communications (Alae)

- Paid advertisement on Facebook and Instagram

  - Helped with turnout to events

- Working with Valerie to delegate tasks regarding design/comms posts

- Made encrypted file that has the passwords

  - Shoutout one time to safety and encryption!

  - Thinking of finding a password manager that will be passed down to future chairs

    - Bitwarden

    - 1Password

    - LastPass

- Second tiktok is live!

Webmaster (Loic)

- Added meeting minutes to website

- Added new exec and commissioners to website

- Need to update WIE website

  - Alae will be creating a banner for the Facebook page

- The front end of the store not yet ready

  - Still need to figure out how to incorporate payment processor

McNaughton Centre Director

- Shopping list:

  - Decal/stickers for wall

  - Velcro strips

  - Plants

  - Command strips have gone missing: Rafi or mouse?

Photonics Chair

ELG Commissioner (Juan)

- Working hard on organizing and testing

- Helped out ELG students, used oscilloscopes

SEG Commissioner (Is'Haaq)

- Met various SEG and Comp Sci students

    - A few in 1st year

    - Told them they can contact him and IEEE if they need advice with SEG

    - Told them that they can check out the cookies n cram sessions to help them with 1st year courses

CEG Commissioner (Gianluca)

- Finished prepping for CSI cookies n cram

- Raspberry pi also set up!

    - Still need to figure out a use for it

    - Potentially temporary PC

Varia

- Shopping list:

    - Decal/stickers for wall

    - Velcro strips

    - Plants

    - Command strips have gone missing: Rafi or mouse?

- Alae's poutine was BUSSIN bussin

Closing Remarks

- Motion to adjourn the meeting: Madi

- Second: Victoria

- Oppose: Alae VERY notably

- Abstain: None

- Meeting adjourned!!