

2021-11-03

IEEE Proposed Agenda

Expected Date of Meeting: November 3rd, 2021

Expected Duration: 90 mins

Meeting Number: 4

Agenda

1. Call to Order and Introduction
 2. Adoption of Previous Meeting Minutes
 3. Adoption of Agenda
 4. Updates
 5. Varia
 6. Closing Remarks
-

IEEE Meeting Minutes

Starts: 6:00PM

In Attendance:

- Madi
- Ben
- Pavly
- Steven
- Rikki
- Alae

- Loic
- Victoria
- Eda
- Rafi

Excused Absences:

- Vlad
- Mehedi
- Ali

Call to Order and Introduction

Madi replacing Vlad as Chair for this meeting

Adoption of Previous Meeting Minutes

- Motion:
- Second:
- No opposes, no abstentions, motion passes

Adoption of Agenda

- Motion:
- Second:
- No opposes, no abstentions, motion passes

Updates

Chair (Vlad)

- No updates

Vice-Chair (Madi)

- Exec merch
 - Contacted link from ESS

- Design in progress (Shoutout to Madi's friend)
- Working on applications for branch awards

Treasurer (Ben)

- Letter getting dropped off to the bank soon
 - To have e-transfer set up
 - Will get Vlad to write up the letter, Chair & Vice-Chair

Secretary (Pavly)

- No updates (wrote stuff)

WIE Chair (Victoria)

- Some panelists already confirmed (Google, etc) for Women in Tech Panel
 - Need to start advertising it

WIE Vice-Chair (Eda Su)

- Emailing panelist for Women in Tech Panel
- Had board game night for Big Eng Little Eng
 - Good turnout
- Starting to plan and organize Wine & Cheese
 - Winter semester

VP External (Mehedi)

- Looking for good transition document





VP Internal (Steven)

- Volunteer list
 - Google form already made
 - Looking for list of events to add them to the form
 - Will add them from budget list (potential events sheet)
 - Alae can help with translation
- Battle Royale

- Willing to help run event
- Waiting for Vlad to send info
- Contact Carleton

VP Academic (Rikki)

- Created schedule for Cookies n Cram
- Advertising starts next Monday

 Courses	 Host	 Session Date & Time	 Exam Date & Time
<u>ITI 1120</u>	Rikki Vlad	November 27 1:00 PM - 3:00 PM	December 8
<u>GNG 1106</u>	Alae Rikki	November 27 3:00 PM - 5:00 PM	December 8
<u>CEG 2136</u>	Ethan Rikki	November 28 1:00 PM - 3:00 PM	December 10 9:30 AM - 12:30 PM
<u>ELG 2138</u>	Juan Rikki	November 29 5:00 PM - 7:00 PM	December 14 2:00 PM - 5:00 PM
<u>CSI 2110</u>	Dalia Gianluca Rikki	December 4 1:00 PM - 3:00 PM	December 21 9:30 AM - 12:30 PM

VP Social (Ali)

- No updat

VP Communications (Alae)

- S***posts posted
 - Included pic of exec as well
 - WIE Chair & vice-chair coming up next
- Exec Sewing night
 - Great success
- Added as content-admin on LinkedIn

- Making it active
- Make it one of your main channels of communication

Webmaster (Loic)

- Added meeting minutes and budget on the website

McNaughton Centre Director (Rafi)

- Textbooks update
 - 10 textbooks: CEG, finance
 - All for \$200
- Is there any way to purchase things without using a personal card/account?
 - Ben: Everything is ready, we're gonna have a debit card, e-transfer set up. Just need to drop a letter to the bank

Photonics Chair (Khaled)

- No updates

Varia

Closing Remarks

- Motion to adjourn the meeting: Madi
- Second: Victoria
- Oppose: Alae VERY notably
- Abstain: None
- Meeting adjourned!!