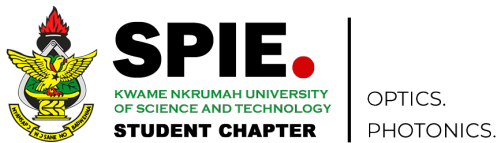


KNUST SPIE Student Chapter

Minutes of Meeting



Meeting:	Second Meeting
Date:	2024.01.20
Start Time:	09:30 GMT
End Time:	11:40 GMT
Location:	Engineering Physics Lab, College of Science, KNUST

1 ATTENDANCE

Present:

1. Dr. Akyana Britwum - Chapter Advisor
2. Wilhelmina Sharon Jones - President
3. Ephraim Rodgers - Vice President
4. Prince Odoi Asare - Secretary
5. Abayie Deborah - Treasurer
6. Emmanuel Boahen - Project/Academic Coordinator
7. Prince Edison Dzakpasu - Public Relations officer
8. Amo Mensah Samuel
9. Frimpong Caleb Ampong
10. Awafu Faustina
11. Mariam Mariya Mandeiya Mahamud
12. Agyemang Ebenezer
13. Haruna Suale
14. Prince Gidisu
15. John Amedzo
16. Emmanuel Yeboah Entsi
17. Janet Sarfo

2 SUMMARY OF PREVIOUS MINUTES

Summary of previous meeting held on January 13, 2024

- The meeting was called to order and led by Dr. Akyana Britwum, the Chapter Advisor
- An opening and closing prayer was done by Deborah Abayie.
- An introduction of members present was done and the purpose of the club stated.
- A discussion was held on projects to plan out for the semester including internal and external outreach, lectures from different photonics organisation.
- "While members of SPIE were going to be limited due to funds, the Chapter would form a photonics club to also make the KNUST SPIE Student Chapter sustainable as they would fill in previous positions occupied.", paraphrasing Dr. Britwum.
- Executives of the club were mutually appointed.
- Roles of the executives were highlighted.
- Appointed members chosen to be executives began their work immediately.
- An opening and closing prayer was said by Deborah Abayie.
- The meeting was adjourned at 12:00 GMT.

3 2024.01.20 MEETING

- The meeting was called to order at 09:33 GMT by Dr. Akyana Britwum.

Announcements:

1. There is going to be a training with the photonics on the 3rd of February, 2024.
2. An outreach to OWASS is slated for 10th February this same year.
3. A second outreach to St. Louis on 9th March.
4. A final/third outreach to KNUST SHS on 16th March.
5. Anticipate a career fair on photonics with Photonics Ghana.
6. Let's read on photonic student chapters of

Discussions and Happenings:

1. A presentation on the constitution of the Chapter was done by John Amedzo, Constitutional Team Head.
2. Suggestions on things to amend in the constitution were
 - Article III Section I : The minimum number of advisors and the qualification of the advisor.
 - The Eligibility of Membership - Member must be of a good standing. The membership must include Teaching Assistants.
 - Number of meetings per semester - 3
 - The number of members must be limited. Members who can self-fund can be included. Members can be off physics but have interest in optics or photonics.
3. There was another presentation on the Chapter's project plan for the semester by the Sharon and Emmanuel Project/Academic Team.
4. The need for an Electoral Committee was stated.

5. For next semester, there is going to be an exhibition.
6. Janet Sarfo was appointed to be a member of the exhibition team which will be led by the Academic/Project Coordinator.
7. Before the outreach to OWASS in February, we will contact Photonics Ghana on our intention.
8. Caleb Frimpong, Mariya Mahamud, Agyemang Ebenezer and Haruna Suale were appointed members of the Project Committee.
9. There was a discussion on a Career Fair day with Photonics Ghana and then a presentation with students who are working on projects in photonics. Dates for these were not settled on.
10. Research and Development committee would also be formed to facilitate research in the Chapter.
11. Current Advisors of the committee are Dr. Akyana Britwum, Dr. Henry Martin and Dr. Michael Edem Donkor.

4 NEXT MEETING

- The next meeting is slated for 2024.01.27 at 09:00 GMT.
- For the next meeting, members will discuss to form an OPTICA Students Chapter.
- Meeting was moved at 11:40 GMT by President Wilhelmina Sharon Jones and seconded by Treasurer Deborah Abayie.

Next Chapter Meeting:

Date: January 27, 2024

Time: 09:00

Location: Engineering Physics Lab.

Minutes Prepared By: Prince Odoi Asare, Chapter Secretary.