



WESTERN ASSOCIATION OF COMPUTING & MATHEMATICS

Meeting 19/01 of the Western Association of Computing & Mathematics was held on
Tuesday 10 September at 4.51pm in Parramatta City Campus (1.7.29).

UNCONFIRMED MINUTES

1 PROCEDURAL MATTERS

☆1.1 INTRODUCTION, WELCOME, AND APOLOGIES

President Sajit Gurubacharya Chaired this meeting and welcome members and attendees.

Attended:

Sajit Gurubacharya (Chair)
Marcus Belcastro
Angus Tyson
Gagan Anand

Abhishek Sharma
Samiha Yusuf
Ishmamul Haque

Anirudh Karthik
Sylvia Rais
Lisa Cunningham

In Attendance:

Apologies:

Mifrah Mahroof

Asad Khosa

Raghav Ratti

☆1.2 DECLARATIONS OF INTEREST

There were no declarations of conflict of interest.

☆1.3 STARRING OF ITEMS

Members will be asked which items they wish starred for discussion.
Apart from procedural items, items already starred on the agenda are:

- 4.1 – Introduction to the Association
- 4.2 – Action Items
- 4.3 – Pitch Day Briefing
- 4.4 – Event Brainstorming Session
- 4.5 – Club Structure

It was resolved: WACM Meeting 19/01

That the documents for all unstarred agenda items be noted and, except where alternative action is noted as appropriate, all recommendations contained in those items be endorsed.

☆1.4 ORDER OF BUSINESS

If a re-arrangement of the order of business is required.

☆1.5 OTHER BUSINESS

☆1.6 MINUTES OF THE PREVIOUS MEETING

1.6.1 WACM MEETING 19/00– UNCONFIRMED MINUTES

The Unconfirmed Minutes of the Western Association of Computing & Mathematics meeting (Meeting 19/00), held on 27 June 2019, are appended.

☆1.7 ACTION SHEET FROM LAST MEETING

Members noted the Actions from the previous meetings (19/00).

2 STANDING AGENDA ITEMS

☆2.1 STRATEGIC ITEMS

Sajit Gurubacharya

2.1.1 MARKETING STRATEGY

2.1.1.1 DIRECT EMAIL MARKETING

Mifrah Mahroof

The marketing strategy was well received by the committee. Discussion on direct email marketing was supported and gathering of the student emails during events was agreed upon as a suitable and practical method of event promotion. Emails to be sent out through an official University email which need to be requested and created.

2.1.1.2 SOCIAL MEDIA

Mifrah Mahroof

Discussion took on social media platforms including Facebook, Instagram, Linked and Snapchat. The necessity for both a Facebook page and group were decided upon. Instagram and Linked in accounts created. All social media to have “/WesternACM” as its handle. Snapchat account and stories on it deemed to be redundant due to Instagram.

Gmail Account ID: westernacm@gmail.com is in use for Instagram and will use its Drive to store collateral, member and event information.

2.1.1.3 PUBLICATIONS STRATEGY

The Executive

Aim to draft and publish an article on W'SUP by end of 2019. Topic is flexible ranging from student testimonials from events to a “Why OrgSync is being discontinued”.

2.1.2 PUBLIC RELATIONS STRATEGY

Sylvia Rais

Developing relations with the Academics critical as the restructure of the school takes place. Strong potential with focus on the Cyber Security, Data Science and Mathematics needed in the CDM community.

Getting promotions from the School, MESH, PASS and MATES for co-hosting events. “WACM Mentors” an idea with second plus year students sharing their experiences with first year students.

2.1.3 WEBSITE DEVELOPMENT

The Executive

Establishment of a landing page hosted on the SCEM/CDM server discussed upon. Communication with the IT staff and SCEM to be taken for website development to progress. Once an established club, working on it was a 300579 Professional Experience project or a 180 Degrees Consulting project a possibility.

2.2 PITCH DAY MEETING

Sajit Gurubacharya

To plan a meeting with SRC President Matthew Bojanic to introduce WACM Executive members and discuss on matters arising for Pitch Day.

3 BUSINESS ARISING

There is no business arising.

4 GENERAL BUSINESS

☆ 4.1 INTRODUCTION TO THE ASSOCIATION

4.2.1 Inception

Sajit Gurubacharya

Club established with support from the SRC due to the lack of student led clubs in the SCEM community.

4.2.1 Vision & Goals

Sajit Gurubacharya

Vision & Goals discussed upon from the constitution. Marcus pointed out the need to include points regarding supporting the community to gain volunteering opportunity which employers look for.

4.2.1 Introduction to all Attendees

All Attendees

All attendees introduced themselves, what they study and shared their reason for joining this club and what they felt lacking in the SCEM community.

4.2.1 Timeline and Current Status

Sajit Gurubacharya

Presented slide on the current status of the club since its inception in May 2019. Shared the need to have 3 events going this semester to build leverage for introducing it to new students during orientation and Western Fair like events in 2020.

4.2.1 Club Funding

Ishmamul Haque

Shared the current state of club funding which was limited to \$3,000 per year with maximum \$1,500 per semester. Special Access funds may be able to assist in cases where more funding is needed. Discussed the necessity of pre-contributing for event funding for them to get approved ~5 months (*possible exaggeration*) later by the University. Use of Provost funds available by the campus provost to save it from investment in horse racing and School based funding also discussed upon.

☆ 4.2 ACTION ITEMS

4.2.1 Club Collateral

Sajit Gurubacharya

Club Logo and Banner agreed upon unanimously. Inclusion of a QR code on banner with a dynamic logo to be included along with a “info@wacm.org” email once created. T-Shirts or Hoodies and brochures not discussed.

4.2.1 Social Media Strategy

Mifrah Mahroof

Action Item 4.2.2 transferred under Strategic Items 2.1 due to the long-term continuous development of the strategy.

4.2.1 Website Development

The Executive

Action Item 4.2.3 transferred under Strategic Items 2.1 due to the long-term continuous development of the strategy.

4.2.1 Public Relations Strategy

Sylvia Rais

Action Item 4.2.3 transferred under Strategic Items 2.1 due to the long-term continuous development of the strategy.

☆ 4.3 PITCH DAY BRIEFING

Pitch Day to be held on 10/10/2019 in collaboration with the SRC, BSoc, 180DC, EA and Launch Pad. Event is a platform for students and companies to give 60 second pitch of themselves to acquire a work placement and suitable students respectively. WACM to likely host a stall to promote the club and activities. Possible meeting regarding Pitch Day discussed in Item 2.2. WACM executives encouraged to sign up to pitch themselves as well. Event is was published by the SRC on 09/09/2019.

☆ 4.4 EVENT BRAINSTORMING SESSION

All Attendees

Discussions were held in groups of three groups of three for 15 minutes. Photo taken before discussions on possible events took place. Some ideas were developed further while others simply listed out. Ideas listed below to be used as reference for possible events in 2019 and 2020.

4.2.1 IDEA 1 – TRIVIA NIGHT

Voted idea to move forward with to run before Pitch Day, during Week 10. Essentially a trivia night by definition to invite students from any discipline but questions to be focused in technology and math related items. Questions included to be both easy to difficult range. Food to be funded through the club.

Tentative Details	
Location	: 1PSQ rooms with multiple screens
Week	: 10
Time	: 3-5PM or 4-6PM
Day	: TBD
Theme	: Technology and Mathematics
Students	: 20 – 30 (expected)
Prizes	: TBD
Platform	: Powerpoint, Kahoot etc. (TBD)
Funding	: \$200-\$300 for catering

Goal: To run our first WACM event and provide a fun event with networking opportunities while promoting the CDM community through developing and testing knowledge of technology and mathematics related topics. Assist in making best use of Pitch Day as well to promote the club and generate interest while gaining student membership.

Tasks

- i. Develop Technology and Mathematics multiple choice questions.
- ii. Finalize Time and Date and Book Room
- iii. Manage Food and Drinks
- iv. Develop Promotional Material
- v. Finalize Club Collateral
- vi. Promotion on Social Media
- vii. Budget Request on OrgSync
- viii. Pre Budget-Request (Fully refundable) from WACM Executives
- ix. Set up timeline and agenda for the event
- x. Buy Prizes
- xi. Create slides for Trivia

During Event

- i. Sign in Excel Sheet (invite members and like us on social media)
- ii. Take Photos of the whole event with a permission slip signed
- iii. Derive Testimonials with a permission slip signed
- iv. Emcee the event! (Previous experience on doing trivia ideal)
- v. Bring Food and Drinks
- vi. Set up and clear room before and after event

4.2.1 IDEA 2 – MEET & GREET W/ MENTORING

Meet & Greet across campuses with a simple stall and some brochures. Presence of experienced student to talk about CDM subjects and provide personal tips. Sticky notes on what students are looking for and what they like in their studies. Also, what they would like improved. Essentially a survey with snacks and raffle prizes for good recommendations.

Tentative Details

Location	: All campuses, e.g. Outside EB in PS or V in KWD
Week	: 10 or other weeks
Time	: Day Time for 2-3 hours (TBD)
Day	: TBD
Theme	: Technology and Mathematics Units Survey
Students	: 50 (expected)
Prizes	: TBD
Funding	: \$50 per campus (\$20 Gift Card, \$30 snacks)

4.2.1 IDEA 3 – VOLUNTEER SCIENCE WORKSHOP

To learn about citizen or volunteering science where students learn about range of science skills which aim to inspire them to give back to the community. Organize a room with computers and provide catering. Based on a website with course and real time learning functionality.

Tentative Details

Location	: All campuses with computing rooms
Week	: TBD
Time	: Day Time for 2-3 hours (TBD)
Day	: TBD
Theme	: Science Volunteering
Students	: 20 (expected)
Prizes	: TBD
Collaboration	: IBM
Platform	: Online Volunteer Workshop
Funding	: \$100

4.2.1 IDEA 4 – HACKATHON

Hackathon including software engineering, cyber security (CTF) or data science problems. Aim to be multidisciplinary. Makes students aware about different areas in demand in the workforce while providing practical knowledge to all students and solving real world problems. Would need to organize catering and rooms with hardware and software.

Tentative Details

Location	: KWD/Parramatta South/City
Week	: A few semesters in after Western Fair, 2020
Time	: 24-36 hours
Day	: TBD
Theme	: TBD, depends on sponsors
Students	: 50+ (expected)
Prizes	: TBD
Collaboration	: Splunk, IBM, PwC
Platform	: Any IDE

Funding : \$500+, more with sponsors and sign in fee

4.2.1 IDEA 5 – LEARN TO CODE WITH CLARA

Essentially Programming Fundamentals mini-crash course where STEM students are paired up with (>2) non-technical students to learn simple programming concepts such as variables, assignment, comparisons and up to nested loops. Technical students would only be allowed to assist. Problems to be created in Clara World with access from Anton, DAP Entrepreneurship, hopefully and also temporary login details.

Tentative Details

Location : KWD/Parramatta South/City/CT
Week : TBD
Time : 2 hrs max, TBD
Day : TBD
Theme : N/A
Students : 30 (expected)
Prizes : TBD
Collaboration : SCDMS
Platform : ClaraWorld.net
Funding : \$300, mainly prizes and catering

4.2.1 IDEA 6 – IBM DESIGN THINKING WORKSHOP

IBM occasionally hosts Design Thinking Workshops with collaboration from various societies inter-university. One happened with WSIES but we can have a STEM focused approach. These workshops develop critical thinking skills in thinking about complex issues and finding solutions through IBMs Design Thinking way.

Tentative Details

Location : KWD/Parramatta South/City
Week : TBD
Time : 2 hrs max, TBD
Day : TBD
Theme : Design Thinking
Students : 30 (expected)
Prizes : TBD
Collaboration : IBM
Platform : N/A
Funding : \$300, mainly prizes and catering, possibly IBM

4.2.1 IDEA 7 – GIT/C++/JAVA/PYTHON WORKSHOP

One or two experienced students or alumni to showcase beginner level programming techniques, mainly target for first years. Examples include, How to use GIT, how to make a website from scratch, or how to fix this csv file OR, honours students pitching their thesis to first years.

Tentative Details

Location : KWD/Parramatta South/City/CT
Week : TBD
Time : 1 hr
Day : TBD
Theme : Cyber/Data/Math/Programming

Students : 30 (expected)
 Prizes : TBD
 Collaboration : Experienced/Honours Students, Alumni, Guest Speaker
 Platform : Git, Python, R, JavaScript ideal.
 Funding : \$100, mainly gift cards, prizes and catering,

4.2.1 IDEA 8 – GAMING NIGHT

Arrange arcade games or video games, pair up with AGS and invite the “gamer bois and girls”. TBD on further details. #GAMERS RISE UP

4.2.1 IDEA 9 – SCHOOLS” WORKSHOP

Go to high schools or invite them to university to talk about STEM education, possibly with a focus for Women in STEM. TBD on further details.

☆ 4.5 CLUB STRUCTURE

Discussed the flexibility of club structures and encouraged members to bring up ideas to be discussed and supported by WACM.

5 OTHER BUSINESS

No other business was requested.

6 EXTERNAL ADVISORY COMMITTEE MEETING MINUTES

There were no External Advisory Committee meetings during this period.

7 NEXT MEETING

10.1 The Western Association of Computing & Mathematics meeting (19/02) is scheduled for **Tuesday 01 October 2019 (to be confirmed)**.