



**IEEE**

**IEEE University of Michigan –  
Dearborn X-COM planning meeting  
January 18, 2005 – Confirmed Minutes  
University of Michigan – Dearborn**

- 1) **Call to Order:** Chair Aisha Yousuf called the meeting to order at 11:30 AM. Present were Aisha Yousuf, Krystle Laja, Emily Limchoa, Scott Lytle, Aaron Theriault, Dennis Brenton
- 2) **Wavelengths student branch report due (Feb. 4<sup>th</sup>)**
  - a) Aisha needs to write an article
    - i) Someone needed to review
- 3) **Job website?**
  - a) Free service from another website
  - b) Aisha signing us up
- 4) **Awards deadline (Jan. 28<sup>th</sup>)**
  - a) A lot of activities need to be set up for next year
  - b) Write an essay each?
  - c) Outstanding Student Counselor
    - i) Recommend for award
    - ii) Very supportive
    - iii) Always helps with funding
- 5) **SpartIEEE**
  - a) Five S-PACs
  - b) Have a monthly news letter
  - c) Look towards them for our future goals
- 6) **Next Section Conference Meeting (April 6<sup>th</sup>)**
  - a) All board members have IMSE 317 need to find alternates
- 7) **Volunteer work**
  - a) Environmental Center
    - i) Bee farm
    - ii) Photography
    - iii) Wild life tracking
    - iv) Maple sugaring (Feb?)
  - b) Meeting Jan. 21<sup>st</sup> and noon

**8) Robotics Meeting**

- a) Fri. Jan. 21<sup>st</sup> at 4:00 PM
- b) Room ?
- c) Micro-mouse meeting
  - i) IEEE vs IEEE
    - (1) Officer meeting between schools needs to be set up
      - (a) Decision on rules
    - (2) Sometime in Feb. at UMD

**9) January Events**

- a) Volunteer at Environmental Center (Friday Feb. 21<sup>st</sup>)
- b) General Meeting (Feb 31<sup>st</sup>)
  - i) Pizza and Pop (Dennis)
    - (1) Movie Night
      - (a) Hackers?
      - (b) Anti-Trust?
      - (c) Core?
      - (d) Contact?
- c) Robotics Meeting

**10) How to write a research paper lecture**

- a) Needs to be ASAP
- b) Aisha taking care of

**11) Website**

- a) need picture of award
- b) scan cover of Dearborn Engineer
- c) calendar
- d) sign up forms (Aaron)

**12) New Room**

- a) Ask Shridar ASAP (Aisha)
- b) Old CIS room?

**13) Bulletin board**

- a) Scott and Emily

**14) Chancellor's Luncheon – Jan 28, 2005 / 11:30 AM – 1:00 PM / 1227 UC**

- a) Krystle will attend

**15) S-PAC (Aaron master of ceremony)**

- a) Funding – needs to be finalized
  - i) 165 people? 200 max
  - ii) Previous estimate \$4225 event w/o subsidies

- b) Rooms
  - i) -Fairlane Center
- c) Proposals
- d) Food
  - i) Catered – looking for about \$15
    - (a) No kitchen in SSB
    - (b) Should look at Fairlane Center
      - (i) With Kitchen
    - (2) Need Silverware and serving
    - (3) High End Formal
      - (a) Beef Entrée (\$32 – \$50)
    - (4) Low End Buffet
      - (a) Need prices
      - (b) Less staff required
  - ii) Required dishes
    - (1) Vegetarian
    - (2) Beef
    - (3) Chicken
    - (4) Snacks during break
- e) Needs to be done
  - i) Programs
  - ii) Banners
  - iii) Tickets
  - iv) Schedule
  - v) Saturday Event
  - vi) Sponsor tables afterwards