



IEEE

IEEE University of Michigan – Dearborn X-COM planning meeting March 7, 2005 – Confirmed Minutes

- 1) **Call to Order:** Chair Aisha Yousuf called the meeting to order at 6:00 PM. Present were Aisha Yousuf, Krystle Laja, Scott Lytle, Aaron Theriault, Dennis Brenton, Paul McGuire

- 2) **Future Speakers**
 - a) How to write a research paper
 - i) Paul give tour
 - ii) Food snacks (doughnuts and drinks)
 - iii) Room 179
 - b) National Radio Quiet Zone Speaker
 - i) 1:00 - 2:30 PM Wednesday March 16
 - ii) Room to be announced
 - iii) Food for 50 (about \$50)
 - (1) Cookies
 - (2) Beverages

- 3) **Pre-Election and Pre-Conference Meeting (Monday 14th 6:00)**
 - a) Operation Manual
 - b) All invited on what the jobs
 - c) Dennis bring food plates and cup

- 4) **CCS Courier Meeting (Tuesday 15th 6:00)**
 - a) SSB
 - b) Scott, Aisha, Paul, Aaron
 - c) Bring Board and brochures (Aisha)

- 5) **Officers Event**
 - a) IMAX/Detroit Science Center
 - b) Later this year

- 6) **Section Report (Scott)**
 - a) About one event (Yazaki)
 - i) Introduction on What EMI and EMC is
 - ii) Tour of lab

- 7) **Recommendation Letter (March 18th)**
 - a) All officers
 - b) Contact Aisha for flier if needed

- 8) **Award for Most Outstanding Student Branch**
 - a) Wednesday April 6th
 - b) Get other IEEE members to attend

9) Officers (<http://www.ieee-sem.org/admin/misc/sectionofficerduties.pdf>)

- a) Secretary
 - i) Bulletin board
 - ii) Check mailbox at UC 3 times a week
 - iii) Announcement for events
 - (1) Email fliers
 - (2) Stamp and post fliers
 - iv) Write student branch constitution
- b) Treasurer
 - i) Keep track of finances
 - ii) Prepare annual budget
 - (1) Estimates for next year
- c) Webpage
 - i) Update constantly
 - ii) Webpage needs to be overhauled

10) Next Meeting March 28th

- a) Elections

11) S-PAC (April 2nd)

- a) Need to start Advertising
 - i) Fliers, posters
 - (1) Aisha between schools
 - (2) Aaron printing UMD posters
 - ii) Tickets
 - (1) Spreadsheet with people to keep track of names
 - (2) Printing done by March 8th
 - (3) On sale by March 9th
 - iii) Advertising in class
 - (1) E100 – Aaron
 - (2) Each of our classes
 - iv) Preview of S-PAC at National Radio Quite Zone
- b) Need 3rd speaker (45 min)
 - i) Greg Vilskes?
 - (1) Chair west side of Michigan
- c) SAO suggest
 - i) Michigan Journal for a publication
 - (1) Aaron
 - ii) Terri Gallagher
 - (1) Local media representative
 - (2) Aaron

Respectively Submitted: Scott Lytle - Secretary