

**MINUTES OF THE FIRST GENERAL MEETING OF THE IEEE UTM
STUDENT BRANCH #18561
FOR THE 2004/05 SESSION**

Date : 1st December 2004

Time : 5.00 pm to 5.34 pm

Venue : IEEE Operations Room, P06

Attendees: All Newly Elected Committee Members

Agenda		Action
1. Introduction	1.1 The President, Hong Choo Yang welcomed the new exco members to the new board of the IEEE UTM Student Branch. Those present briefly introduced themselves to each other.	
2. Organisation Structure	2.1 The President gave a briefing on the hierarchy of the current elected board and expressed hope that the members would work together to achieve the goals set although they may not be in the same department. 2.2 Members were told of the departments they were assigned to and the heads of departments were also introduced. Everyone pledged to give their best and to work together	
3. Leadership Camp in PD organized by the Student Affairs Office (HEP)	3.1 Proposed participants are Hong Choo Yang, Clarence Chua, Lee Ee Pei and Viknesh.	
4. Upcoming Activities	4.1 Membership drive will be conducted in the new two weeks. Proposed twice which is before and after PTPTN comes in.	

<p>5. Job Description and designation of duties</p> <p>-</p>	<p>5.1 Newly elected EXCO Each EXCO will be assigned their own department to be department heads respectively</p> <p>5.2 Auditor Auditors elected will be also part of certain departments and not merely hold the post as just auditor.</p> <p>5.3 Treasurer The treasurer has to come up with a new finance system</p> <p>5.4 Secretary The secretary will propose an attendance system taken in meetings in the future</p>	<p>All EXCO</p>
<p>6. Matters Arising</p>	<p>6.1 Tai Yew Kim suggested lunch or time spent together with the entire committee.</p> <p>6.2 Keys to the Operations Room will be given to the new exco members.</p> <p>6.3 The Student Branch e-mail address is <i>sb.utm@ieee.org</i> while the web address is <i>www.ieee.org/utm</i></p>	

Meeting adjourned at 5.34pm. The next meeting is tentatively 5th of December 2004 8pm at the IEEE Operations Room.

Prepared by:

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IEEE UTM STUDENT BRANCH #18561