

**MINUTES OF THE SECOND GENERAL MEETING OF THE IEEE UTM
STUDENT BRANCH #18561 FOR THE 2004/2005 SESSION**

Date : 5th of December 2004
Time : 10.00pm-12.00pm
Venue: IEEE Operations Room P-06



Attendees:	Absentees:
1. Hong Choo Yang 2. Low Wei Chong 3. Clarence Chua Kim Soon 4. Kelvin Tan 5. Lim Yee Sin 6. Lim Chen Tat 7. Low Han Wee 8. Leong Chow Wei	1. Chai Cheok Miin 2. Tai Yew Kim 3. Sri Viknesh 4. Lee Ee Pei

Agenda	Minute	Action
1.0 The new president's welcoming note	1.1 Choo Yang welcomed the new committee board members and gave an insight on engineering working world and professional attitude.	
2.0 Future activities	2.0 Eight new activities planned for this term are: a) PSPICE and MATLAB workshop b) Membership Recruitment Drive (MRD) c) IEEE trip to NUS (Singapore) d) T -shirt e) Flash Workshop f) Professional Talk g) Technical visit h) Career Talk (the mega project)	Clarence Yee Sin Chow Wei ChenTat Chow Wei Han Wee
3.0 Matter Arising	3.1 The new Secretary Department and the Treasury Department has to come out with new systems. a) Secretary Department : -responsible for stationeries -keep up with the latest letterhead by HEP -new activity report filing system	Clarence

	<p>b) Treasury Department -new treasury system (flow chart) -systematic paperwork for claiming purposes</p>	Yew Kim
	<p>3.2 New department reshuffling. Four new departments were created:</p>	
	<p>a) Website Department -updates website -handles on-line complaints etc.</p>	Chen Tat
	<p>b) Membership Department -handles IEEE public relations -handles recruitment drives and complaints -encourage online renewal for members</p>	Yee Sin
	<p>c) Technical Department -organize annual PSPICE and MATLAB -technical visits and activities</p>	Han Wee and Kelvin
	<p>d) Professional Department - handles Professional Talk and Career Talk</p>	Chow Wei

Prepared by:

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