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

**Date** : 18<sup>th</sup> of December 2004
**Time** : 2.00pm-4.00pm
**Venue**: IEEE Operations Room P-06

| Attendees: | Absentees: |
|---|---|
| 1. Hong Choo Yang<br>2. Low Wei Chong<br>3. Clarence Chua Kim Soon<br>4. Tai Yew Kim<br>5. Sri Viknesh<br>6. Kelvin Tan<br>7. Lim Yee Sin<br>8. Lim Chen Tat<br>9. Low Han Wee<br>10. Leong Chow Wei<br>11. Leong She Tat<br>12. Wong Leng Chong<br>13. Tan Yiaw Wei | 1. Chai Cheok Miin<br>2. Lee Ee Pei |

| Agenda | Minute | Action |
|---|---|---|
| 1.0 Confirmation of previous minutes | 1.1 The Second General Meeting Minutes was proposed by Chen Tat and seconded by Kelvin Tan | |
| 2.0 Department Briefing | 2.1 Secretary Department Briefing-The Secretary made a short briefing regarding the new secretary department system which involves letter and proposals formats, report submission procedures and others. | Clarence |
| | 2.2 Treasury Department Briefing-The Treasurer made a short briefing regarding new treasury systems. Briefing includes management personnel, program proposals, accounting and financial inventory. | Yew Kim |

| 3.0 Department Reports | 3.1 IEEE UTM Website –The web task involves two phase.<br>a)Phase 1-updating website. Activity and committee photos will be uploaded. Online articles and other updates were suggested to be published at the website.<br><br>b)Phase 2-restructuring websites. This task involves implementing more interactivity elements in the website such as online pools and survey, graphical elements, counters, design an so on to increase traffic flow to our website. | Chen Tat |
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| | 3.2 Technical Department-Additional two PSPICE workshops were planned this semester due to the good response from the first which was held on 11/12/2004. MATLAB on hold due to lack of lecturers to conduct the workshop. | Han Wee and Kelvin |
| | 3.3 Professional Department-The visit to NTU (Nanyang Technology University) was planned. The trip will be held on 29/1/2004 | Chow Wei |
| | 3.4 MRD-The IEEE Membership Recruitment Drive will be held from 20th-24th December at P05 and P16.<br>MRD will also be held in Computer Science Faculty.<br>A short and interesting demo regarding MRD was done to expose the committee members with basic recruiting techniques. | Yee Sin<br><br>Viknesh |

Prepared by:


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(CLARENCE CHUA KIM SOON)
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