

# Meeting Agenda

On Wednesday, November 19, 2008, Room T326 and T324a

Started at 17:00

## Participants

<u>Name</u>	<u>e-mail address</u>
1. Robert Odudu	<a href="mailto:odud0001@algonquincollege.com">odud0001@algonquincollege.com</a>
2. Ray Daniel	<a href="mailto:dani0094@algonquincollege.com">dani0094@algonquincollege.com</a>
3. Richard St-Onge	<a href="mailto:ston0096@algonquincollege.com">ston0096@algonquincollege.com</a>
4. Andrew Jacques	<a href="mailto:Jacques.andy@gmail.com">Jacques.andy@gmail.com</a>
5. Jan Nuttall	<a href="mailto:Jon.Nuttall@gmail.com">Jon.Nuttall@gmail.com</a>
6. Amirmasoud Pakdaman	<a href="mailto:pakd0005@algonquincollege.com">pakd0005@algonquincollege.com</a>
7. Brittany Reid	<a href="mailto:reid.britt@gmail.com">reid.britt@gmail.com</a>
8. Aswan Aristama	<a href="mailto:aros0014@algonquincollege.com">aros0014@algonquincollege.com</a>
9. Dr. Abdul Al-Azzawi	<a href="mailto:alazaa@algonquincollege.com">alazaa@algonquincollege.com</a>
10. Dr. Wahab Almuhtadi	<a href="mailto:Wahab.Almuhtadi@algonquincollege.com">Wahab.Almuhtadi@algonquincollege.com</a>
11. Dr. Mohamad Mohamad	<a href="mailto:mostefm@algonquincollege.com">mostefm@algonquincollege.com</a>

1. Welcome to the new member of IEEE Ottawa Section, Dr. Mohamad Mohamad [mostefm@algonquincollege.com](mailto:mostefm@algonquincollege.com)
2. Furnish the new office for IEEE Algonquin College Students Branch.
  - a. Clean the room
  - b. Put-up the IEEE sign
  - c. Tidy-up the files, books, magazines and archive
  - d. Furnish the library
  - e. Connect the computers and printer.
  - f. The office is in a very operational conditions
3. Distribute the duties among the members.
4. Writing and fill the annual report for 2009.
5. Writing and fill the fanatical report for 2009.
6. Plan for IEEE new member campaign

7. Plan a speaker for the Photonics program on Monday, December 22, Room WA140A, from 12:00 to 13:00.
8. Dr. Wahab Almuhtadi updated the IEEE Algonquin College Students Branch website.
9. Dr. Wahab Almuhtadi updated the IEEE Algonquin College Students Branch website with the IEEE students' services.
10. Dr. Abdul Al-Azzawi arranged with the Algonquin College ITS service computer department to update the software and change the mouse.
11. Inform the students about the TULUS \$10,000.00 paper project competition.
12. Organizing a potluck Christmas party to be held on Tuesday, December 16, 2008, from 11:00 to 14:00, Room T334.
13. General discussion (plan, corresponding, meeting the new students, using the office, etc.)
14. The next meeting will be held on Tuesday, December 16, 2008, from 9:00 to 11:00, Room T334.

The meeting ended at 19:00