

IEEE Executive Committee Meeting Minutes

Michael Fahmie, Brian Feaster, Angela Schmid

February 6, 2004

- Mike: Meeting called to order at 6:30pm.
- Student Organization Room Needs
 - Angela will pursue acquiring a phone connection. She might have better luck than Mike and Brian.
- Weekly Officer Meetings
 - Weekly meetings for executive officers will be held from now on Wednesdays at 7pm.
- IEEE Display Case and Door
 - Mike and Angela will setup display case with t-shirts, shirt prices, banner and logo Monday morning.
 - Brian will create an updated officer list with contact information and place on door, update web page as well as give a copy to Virginia.
- Magazines
 - Officers present subscribed to a priceless collection of IEEE magazines in hopes of revitalizing our library.
- Officer Reporting Form
 - Brian will fill out and get required signatures for the "Newly Elected Student Officer Reporting Form". This will be sent to various IEEE sections.
- Engineering week
 - Mike and Gavin are in charge. Assignments include: dunk tank, dunk tank list, t-shirt sales.
- Mike's Micro Mouse.
 - Mike will be presenting his Micro Mouse to the next IEEE meeting for funding.
- Junk Yard Wars
 - Dev has been collecting junk. Go Dev!
- IEEE Web Page
 - Brian will create a new Junk Yard Wars as well as continue to update the Micromouse page.
- Food Sales
 - Officers and members need to play a more active role when non-members are purchasing food. We don't need to count every penny but don't keep our back turned either.
- Meeting adjourned 1 hour later at 7:30.