



IEEE AAST ALEX SB - MEETING MINUTES

MEETING AGENDA

Meeting Purpose:	Introducing upcoming events for new volunteers		
Date of Meeting:	23 rd November 2012	Time:	2:00 pm
Meeting Facilitator:	Ahmed Ramy	Location:	Cinnabon – Alexandria bibliotheque
Note Taker:	Ingy Yousry	Time Keeper:	Ahmed Ramy
Meeting Schedule End:	5:00 pm	Meeting Actual End:	4:30 pm

1. Attendees				
<i>Name</i>	<i>Name</i>	<i>Name</i>	<i>Name</i>	<i>Name</i>
Hossam Zaky	Mai faramawy	Ahmed el sayed	Abdelmejeed	Mohanad
Ahmed Ramy	Ingy Yousry	Beshir	Maaty	Ahmed Yousry
Osama Ibrahim	Ramy Tarek	Assal	Hany George	
Ghareeb	Omar el said	Ashraf Ibrahim	El banna	
Bahaa sharaf	Esraa el Serity	Essam	Mahmoud elsaid	

3. Meeting Agenda	
Topic	Owner
1. Introduction	Osama
2. Volunteer ethics	Hany
3. Upcoming events	Ahmed Ramy
4. Technical Committee	Ashraf Ibrahim
5. LYC	Ahmed Ramy
6. ROV	Ahmed Ramy



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4. Discussions & Actions	
Description	Action
<p>1. Introduction</p> <ol style="list-style-type: none"> a. Osama started by introducing the attendees to each other. b. Each of the board members introduced himself <ol style="list-style-type: none"> i. Osama Ibrahim – Chairman ii. Ahmed Ramy – Vice Chairman iii. Ingy Yousry – Secretary iv. Mohamed Hossam – Treasurer v. Mentor – Hany George vi. Academic Advisor – Eng. Ahmed Fahmy c. Introduced each committee head <ol style="list-style-type: none"> i. Operation – Mohamed Maaty ii. Documentation – Ahmed Zaghloul iii. Membership & Database – Nirmeen Riyad iv. Registration – Nada el Maradny v. Technical – Ashraf Ibrahim vi. Media – Mahmoud el said vii. Publicity & Webmaster – Bahaa Sharaf viii. HR – Ahmed Taher d. Ramy gave out booth shifts forms for everyone to fill it e. Ingy mentioned that each volunteer (IEEE member) should create an IEEE email alias, visit http://elecomm.ieee.org/ for more info. f. Osama mentioned that it will be useful for every volunteer to go through the following volunteer training link http://www.ieee.org/about/volunteers/training/ieee/index.html 	<ul style="list-style-type: none"> • Volunteers are supposed to fill the online form of booth shifts and preferred committees. • Booth shifts: http://goo.gl/FXmyk • Preferred Committees: http://goo.gl/8Hac5 • Every volunteer should make sure that he can use google groups and was included on ieee-volunteers@googlegroups.com
<p>2. Volunteer ethics</p> <ol style="list-style-type: none"> a. Each volunteer should know all details about IEEE membership & upcoming events. b. Replies to emails on the google group should be in formal english. c. Make sure to know each & every answer for any question that student might ask you at your booth shift. d. Each volunteer should include a signature with name, position, email, mobile no. for other people to contact them. e. Whenever you send an email please include an appropriate subject. 	



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<p>3. Upcoming events</p> <ul style="list-style-type: none">a. Week 10<ul style="list-style-type: none">i. Solid Works: Wednesday, Room 246, at 4 pm, instructor Ahmed Zaghloul.ii. PCB: Thursday, at 2 pm, "room not yet decided" (technical volunteers needed)b. Week 11<ul style="list-style-type: none">i. Dr. Ahmed Adry session.ii. Eng. Hazem Farahat session.iii. "AMOC" session.c. Week 13<ul style="list-style-type: none">i. Technical Trip to AMOC	
<p>4. Technical Committee</p> <ul style="list-style-type: none">a. The head plan this year is to establish a robotics club to help volunteers and other students to learn more about robots.b. Another suggested idea is to make a team for competitions that could participate under the branch name.	
<p>5. LYC</p> <ul style="list-style-type: none">a. A 3 days conference of workshops and sessions for different tracks.b. Program team arranges the sessions and workshops of the event. (Halwagy – Osama)c. Some parallel sessions may occur during the day but of different tracks.d. Media Team – posters, promo ideas may come from volunteers – for this event media is responsible for<ul style="list-style-type: none">i. Tickets designii. Postersiii. Flyersiv. Certificatesv. Photographyvi. Video recordingvii. Opening videoviii. Closing videoe. Publicity Team – Inside the college targeting all terms, Outside can be divided into:<ul style="list-style-type: none">i. Bibliotheque alexandriaii. Alexandria Universityiii. Faculty of sciencesiv. Pharosv. Ragabvi. Engineers clubvii. Facebookviii. Twitterf. Operation team- critical<ul style="list-style-type: none">i. Print posters, flyers, tickets, bannars, folders, Certificates, notebooks.ii. Decoration.iii. At the event works as logistics.	



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6. Rov
- a. Hadath Company & AAST are partners.
 - b. IEEE AAST ALEX SB will be organizing the national event in april.
 - c. More than 10 volunteers are participating at ROV.

6. Next Meeting (if applicable)

Date:	30th November	Time:	2:00 pm	Location:	
Objective:					