

## **Minutes for UW-ITE-SC Executive meeting – Nov 19, 2012 – 12:00 to 1:30 pm**

**Attendees:** Soroush Salek Moghadam, Reza Norouzi, Tae J. Kwon , Ehsan Bagheri, Amir Zarinbal, Akram Nour, Kevin Yeung.

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- **Social Event**

- Christmas Party can be held at UW or a restaurant. Mandarin 17.99 buffet for lunch and 26 for dinner or King Buffet (Akram will get a quote) - half of the cost will be paid by the UW-ITE and the rest by the guests – pre-registration is required to have an idea about the number of people attending.
- Soroush suggests meeting individual students and professor and asking them to register.
- For choosing the date first it is better to ask the professors and give an approximate date for the event and after coming up with an available time working for all then the exact date will be advertised. (The first or third week of the December)
- Akram will announce the date by Friday Nov. 23

- **Student Presentation workshop and Job fair**

- Soroush, Akram, Ehsan will have a meeting before the Christmas to arrange it.
- It is suggested to have public sector involved to make the private sectors interested to attend.

- **Facebook Page**

- Kevin will take care of the page and Akram will pass the password of the current FB page to Kevin. Tae will help Kevin if needed. (Soroush, Kevin, and Tae will discuss about the page strategy by the Friday Nov. 23).

- **Academic Events**

- Tae and Usama will present on winter term
- Prof. Xie from URYerson probably will have a presentation (Prof. Fu is the contact)
- Amir will contact Usama to arrange a seminar with Prof. Persaud for the fall term.
- Amir will prepare an invitation draft for sponsors to have a presentation by Nov 20<sup>th</sup>.
- Amir will contact professors in the transportation group to ask students to present a seminar for ITE. He will give an update to Soroush by Friday Nov. 23.

- **Website/Communication**

- Akram will contact Prof. Casselo about the publication list.
- Soroush will ask Amir Ghods for the list of publication of Prof. Saccomanno.
- Tae suggests having the list updated once a student publishes a paper by students themselves.
- Information about the national awards and conferences should be published on the website.

- **Seasonal Newsletter**

- Akram will take the lead to prepare the 4<sup>th</sup> issue.
- Soroush suggests thinking about another name instead of “highlight”. He also suggests having an industrial highlight in the newsletter.
- Reza will write the PhD highlight.

- **Funding**

- Balance should be around \$1,900.
  - For GSEF Soroush suggests changing the project we are applying and also having a talk in person with the GSEF committee and asking them for an explanation.
  - Soroush and Akram will have a meeting with GSEF.
- **Fund raising and Sponsors**
  - New sponsors can be contacted and the chapter can be promoted through the student presentation workshop to find sponsors.