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**IEEE IIUM STUDENT BRANCH, No. 05, Dated: 18May2017**

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Thursday, May18, 2017

1. Introduction and particulars
2. Logo decision
3. Workshops
4. TS of Conference Financial procedure for IEEE IIUM SB TS
5. Closing

Decisions made are as under:

|  |  |
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| **Discussion/decision** | **Action** |
| Started at 4:30pm with Surah Al-Fateha |  |
| 1. Previous minutes

The previous meeting minutes are approved, proposed by Dr Hassan and seconded by Zakir. | SB Members |
| 1. Logo decide

The logo is decided by merging the two logos by Dr Hassan and Br Ather – Ather will finalize and pass to us all for placement on the IEEE IIUM SB website and IIUM SB letterhead.Afterward Alhareth and Athar will prepare the stamp. | SB Members |
| 1. Work shop

Beginning of SEM I, 2017-2018, 2nd week Friday, Saturday, Sunday* 1. Dr Yaseen, Dr Hassan, Network Simulator (NS 3) workshop, CV writing, NS 3, membership drive – 1 day.
	2. Dr Hassan, Zakir, Alhareth, MATLAB, CST, membership drive – 1 days
	3. Ismail &Ezzidin , Micro-controller board – 1 day
 | SB Members |
| 1. Kindly make proposals for the above workshops as consisting of:
	1. Introduction
	2. Target Participants
	3. Contents and time/days wise distribution of workshop materils
	4. Budget – income from charges and expenses (food, certificates, venue booking
	5. Champion persons
2. ICETSS – 137 submissions in AIT Bangkok, good and ongoing
3. ICISE soon to be approved by KoE KBM, website by IIU Islamabad, TS by the IEEE IIUM SB
4. KITE Park – suggest date/timing
5. Technical Sponsoring of outsource conference – we Technically Sponsor conferences by others bodies or foundations or societies
6. IEEE IIUM SB Bank Muamalat Account is 1407-0009877-72-4 with a Blanca RM 4697.53
 | SB Members |
| The meeting adjourned at 0330pm with Surah Al-Aser and TasbihKifarah. |  |
| IEEE IIUM SB Website:<http://sites.ieee.org/sb-iium/> |  |