

# **Monthly Meeting**

# Minutes of Meeting

# 17th December 2021

## Welcoming Remarks

The meeting was called at 11:00 am on 17th December 2021 in online by Br.Mohammad Rafeeq (Vice Chair IEEE IIUM SB)

Opening remarks were given by Br. Mohammad Rafeeq (Vice Chair IEEE IIUM SB). In addition, the meeting was also moderated by Br. Mohd Shadab khan (Chair IEEE IIUM SB).

## Attendees

Mohd Shadab Khan, Nagma Parveen, Ahmed Rimaz Faizabadi, Mohammad Rafeeq, Tamana Baba.

Most of the attendees are from Kulliyah of Engineering and Kulliyah of Information and Communication Technology. All departments under the Kulliyahs were represented by the participants, on volunteer basis.

## Approval of Minutes

The minutes of the previous meetings were approved by the Chair & the Counsellor.

## Open Issues

* The Pending tasks for the term were discussed.
* Discussion regarding report making and updating the website has held.
* Subscriptions and finances were discussed.
* Souvenirs for student branch members.

## Agenda for Next Meeting

* Preparations for IEEE Malaysia section student congress
* New membership drive for IEEE student membership
* Working plan for the upcoming days

## Adjournment

Meeting was adjourned at time by Br.Mohammad Rafeeq (Vice Chair IEEE IIUM SB). The next meeting will be conducted on 24rth of December, using google meet session and if situation will get better and permission is granted then all members will meet in person at a designated premises in the Kulliyah of Engineering or Kulliyah of Information and Communication Technology.

| Prepared by: | Tamana Baba (Secretary, IEEE IIUM SB 2021) |
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| Confirmed by: | Mohammad Shadab Khan (Chair, IEEE IIUM SB 2021) |
| Approved by: | Ir Dr Khaizuran Abdullah (Counsellor, IEEE IIUM SB 2021) |