

# **Annual General Meeting**

# Minutes of Meeting

# 24th August 2021

## Welcoming Remarks

The Fourth meeting for academic session 2021 under IEEE IIUM SB was called at 8:00 pm on 24th August 2021 in online by Sr. Tamana Baba (Secretary IEEE IIUM SB)

Opening remarks were given by Dr. Khaizuran Abdullah (Counsellor IEEE IIUM SB). In addition, the meeting was also moderated by Dr. Khaizuran Abdullah.

## Attendees

Dr. Khaizuran Abdullah, Amar Esee, Nagma Parveen, Ahmed Rimaz Faizabadi, 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

* Prof Khaizuran was briefed about the IEEE leadership camp activity in which all the committee members had coordinated with UTM Melaka and participated with great zeal by Br. Ahmed Rimaz Faizabadi.
* Dr. Khaizuran provided some valuable suggestions on how to go ahead with the leadership camp.
* Discussion regarding a webinar which is going to be held on the 1st of September with Dr. Nurul Fadzlin Hasbullah as the speaker was started.
* The topic was finalized to be “How to manage your research and stay motivate during the pandemic”
* The flow of the webinar was decided as; Starting the program with Surah Al-Fatiha, Moderator welcomes everyone, Opening remarks by Dr.Khaizuran Abdullah, Membership drive video run by Br.Shadab, Moderator introduces Dr. Nurul Fadzlin Hasbullah, Commencement of the talk, Q and session, Closing remarks.
* Parallel running of membership drive during all the event.
* Br. Amar Eesee was chosen as the marketing incharge for the event.
* Sr. Tamana Baba was chosen as the moderator for the event.

## Agenda for Next Meeting

* New membership drive for IEEE student membership
* Organization of webinar in the month of September
* Working plan for the upcoming days
* Events & student conferences

## Adjournment

Meeting was adjourned at time by Sr. Tamana Baba (Secretary IEEE IIUM SB). The next meeting will be conducted on 13th September 2021, 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) |