

# **Annual General Meeting**

# Minutes of Meeting

# 5 August 2021

## Welcoming Remarks

The third meeting for academic session 2021 under IEEE IIUM SB was called at 10:30 am on 5 August 2021 in online by Br. Mohammad Shadab Khan. (Chair IEEE IIUM SB)

Opening remarks were given by Mohammad Shadab Khan (Chair IEEE IIUM SB). In addition, the meeting was also moderated by Mohammad Khan.

## Attendees

Mohammad Shadab Khan, Mohamed Rafeeq, 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

* Benefits and functioning of IEEE organization was discussed
* Individual experiences were shared.
* Kick starting the activities of the student branch amidst the gloomy circumstances due to COVID-19 was discussed.
* Ideas about organization of webinars were discussed and a few ideas were finalizing too.
* Hosting 2 webinars in coming days with speakers Dr. Khaizuran Abdullah and Prof Nurul Fadzlin Hasbullah was suggested.
* Members were given the responsibility to get new student memberships and motivate students to have an IEEE student membership at personal levels (Kulliyah colleagues, roommates, friends etc)
* Aiming awards like The Carry K. Wilson award, The Darrel Chong award once the activities are started and the union is working in full bloom was discussed.
* Organization of collaborative events with the Tuition fee waiver recipient’s organization was suggested by the members.

## New Business

Working program layout to be presented in the next meeting which should include talks, webinars, training sessions, Inter-university competitions and student conferences. Final year projects for the undergraduate students were highlighted and how to encourage the students to share their work on the organizational level of IEEE Malaysian Chapter and beyond.

## Agenda for Next Meeting

* New membership drive for IEEE student membership
* Working plan for the upcoming days
* Events & student conferences
* Extra-curricular activities & event sponsorship

## Adjournment

Meeting was adjourned at time by Br. Mohammad Shadab Khan. (Chair IEEE IIUM SB). The next meeting will be conducted on 5th September 2021 at 10:00 am, 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) |