

<b>Event (GRAD LOUNGE):</b>  <b>General meeting</b>	<b>Date (YYMMDD):</b> 18-01-15  <b>Time (24:00):</b> 17:30-19:00  <b>Transcriptionist:</b> Arshdeep Singh
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**MEETING MINUTES:**

**Attendance (RED for absent):**

Position	Name	Preferred CEGSA email
President:	Serubbabel (Abel) Sy	< <a href="mailto:ssy@uwaterloo.ca">ssy@uwaterloo.ca</a> >
VP Finance:	Zachary(Zach) Cano	< <a href="mailto:zpcano@uwaterloo.ca">zpcano@uwaterloo.ca</a> >
VP External:	Sileola Ogunlaja	< <a href="mailto:sile.ogunlaja@uwaterloo.ca">sile.ogunlaja@uwaterloo.ca</a> >
VP Internal:	Arshdeep Singh	< <a href="mailto:a355sing@uwaterloo.ca">a355sing@uwaterloo.ca</a> >
MEng Rep.:	Christine Lewis	< <a href="mailto:c22lewis@uwaterloo.ca">c22lewis@uwaterloo.ca</a> >
VP Academic:	Manan Dosi	< <a href="mailto:mdosi@uwaterloo.ca">mdosi@uwaterloo.ca</a> >
Health & Safety rep	Yael Valdez	< <a href="mailto:yivaldeznavarro@uwaterloo.ca">yivaldeznavarro@uwaterloo.ca</a> >
VP Social:	Eduardo Ramírez Montiel	< <a href="mailto:e2ramirez@uwaterloo.ca">e2ramirez@uwaterloo.ca</a> >
GSA Rep.:	Archisman Ray	< <a href="mailto:a5ray@uwaterloo.ca">a5ray@uwaterloo.ca</a> >
Social Coordinators:		
	Shashi Yadav	< <a href="mailto:s8yadav@uwaterloo.ca">s8yadav@uwaterloo.ca</a> >
	Parvin Adeli	< <a href="mailto:padeli@uwaterloo.ca">padeli@uwaterloo.ca</a> >

**Meeting Head (member who called the meeting; starts and concludes the meeting):**

- Serubbabel (Abel) Sy

**Purpose of the meeting:**

- Event planning, General administration

## ***Itinerary:***

### **Previous CEGSA items:**

- Potential guest invitation: still in progress
- Rest covered and wrapped up

### **CEGSA Constitution:**

- Draft of the constitution has been prepared
- CEGSA will soon hold a general meeting for the same

### **Event Planning & Upcoming Events:**

- Welcome week on 24<sup>th</sup> of January.
- CEGSA plans to have more events this year
- List of possible events has been prepared; scheduling to be discussed in the next meeting

### **Lounge Cleaning:**

- CEGSA members will clean microwaves and countertops on Friday of last week every month
- Schedule has been prepared and will be posted in the grad lounge

### **Next Meeting**

Sometime 1st or 2nd week of February

**Prepared by:** Arshdeep Singh

**Reviewed:** Abel Sy

**Approved:** Abel Sy