

Event (GRAD LOUNGE):
2016-2017 CEGSA Post Elections
hand-off

Date (YYMMDD): 161121
Time (24:00): 1700-1820
Transcriptionist: kcwliew

MEETING MINUTES (notes in BLUE)

Attendance (RED for missing):

<u>Position</u>	<u>Name</u>	<u>Preferred CEGSA email</u>
<i>INCOMING (emails no issues based on meeting)</i>		
President:	*Manuel Tejada	<mtejeda@uwaterloo.ca>
VP Finance:	*Zach Cano	<zpcano@uwaterloo.ca>
VP External:	*Parri Adeli	<parvin.adeli@gmail.com>
VP Internal:	*Manan Dosi	<mdosi@uwaterloo.ca>
MEng Rep.:	*Yue Han	<y97han@uwaterloo.ca>
VP Academic:	*Omar Khan	<o35khan@uwaterloo.ca>
VP Social:	*Dilara Yilman	<dilarayilman@gmail.com>
Health & Safety Rep.:	*Kelvin Liew	<kcwliew@uwaterloo.ca>
GSA Rep.:	*Aswin Muthu	<amuthu@uwaterloo.ca>
Social Coordinators:		
	*Archisman Ray	<archismanray22@gmail.com>
	*Navid Bizmark	<navidbizmark@gmail.com>
	*Eduardo Ramírez Montiel	<e2ramirez@uwaterloo.ca>
	*Abdul Ghannoum	<arghanno@uwaterloo.ca>
<i>OUTGOING</i>		
President:	*Parri Adeli	<parvin.adeli@gmail.com>
VP Finance:	*Abel Sy	<>
VP External:	Fatima Awan	<>
VP Internal:	*Kun Feng	<>
MEng Rep.:	*Omar Khan	<o35khan@uwaterloo.ca>
VP Academic:	*Parri Adeli	<parvin.adeli@gmail.com>
VP Social:	*Dilara Yilman	<dilarayilman@gmail.com>
Health & Safety Rep.:	*Abdul Ghannoum	<>
GSA Rep.:	*Kun Feng (interim)	<>
Social Coordinators:		
	*Zach Cano	<zpcano@uwaterloo.ca>
	Mohamed Elsholkami	<>
	Ushnik Mukherjee	<>

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

Parvin Adeli, Outgoing President
Manuel Tejada, Incoming President

Objective of Meeting (purpose of meeting):

-hand off of roles and responsibilities

Created: 161117
Approved: 161121
Reviewed: 161122

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-expectation of transition time
-volunteering

Itinerary (schedule of meeting):

1700-1710
Mingle and dinner

1710-1720
WELCOME from incoming and outgoing president
Group welcome

1720-1745
Transfer of knowledge: summary for each of the positions stating responsibilities

President: group emails, arrange meetings, accountability for VPs (5), duty allocation, CEGSA email, rentals in the grad lounge (games and toys), departmental meetings, register CEGSA every term for funding (~650\$), review comments and feedback for developing future events

H&S Rep.: cleaning of kitchen in fridge, microwave cleaning schedule monthly and check weekly, change password to grad lounge termly, consider video surveillance for kitchen

VP Finance: budget, balance sheets, expenses, signatures/forms

VP External: students and administration, assist with events, outreach

VP Social: social media communication and events on Facebook, Twitter to be discontinued with instatement of Instagram

VP Internal: TA allocation sessions

VP Academic: photograph and professional development workshops/opportunities, arrange general how-to sessions, student development workshops, student seminars (B. Zhao: zhaob@uwaterloo.ca), external (industrial and academic) seminars and panel sessions (N. M. Abkuhdeir: nmabukhdeir@uwaterloo.ca), apply for financial support for speakers

Website: Omar

Meeting Minutes: Kelvin

1745-1805

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<p>Commitments/liabilities and upcoming events</p> <ol style="list-style-type: none"> 1. December 14th, Christmas Lunch Party: setup and takedown only 5-10 volunteers, potluck desserts, backup as servers, second floor, CEGSA music and performance, 5\$ tickets (1 food, 1 raffle) + raffle + food bank, 30\$ x3 gifts 2. Video surveillance for grad lounge under review 3. Academic and professional headshot events 4. Consider annual chemical engineering graduate student poster seminar event 5. Exam stress relieve event: sports, games, outdoor events 6. Volunteering opportunities 7. Rental inventory for grad lounge items <p>1805-1815 Closing from meeting head(s)</p> <p>1815-1820 Meeting head(s) sign-off on meeting minutes with transcriptionist All deliverables sign-off with respective person</p> <p>*Transcriptionist emails/uploads meeting minutes to all attendees (internal); within 24h</p>
References (any documents or references to previous items):
Conclusions/Summary (changes, suggestions, etc.):
Deliverables for Next Meeting/Responsibilities (list item with person responsible):
<p>President: December 14th, Christmas Lunch Party update ~2 weeks + rental inventory H&S Rep.: Room security VP Academic: Academic headshot + annual chemical engineering graduate poster seminar Social Coordinators: Exam stress relieve event + volunteering ^all details above in itinerary in RED</p>
NEXT MEETING (to be decided at end of meeting in RED):
Monday, December 5th, 1700 @ GRAD LOUNGE

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