



**Meeting Minutes # 3**

DATE: November 15, 2017

TIME: 16:30

LOCATION: 2A15

Meeting called by	Saman Naghieh ( <i>President</i> )
Type of meeting	General
Minutes taken by	José Alvim Berkenbrock ( <i>VP Operations/Communication</i> )
List of attendees	See attached
List of absentees	VP Student Affairs and Civil Engineering Representative

Discussed topics	<ul style="list-style-type: none"> <li>• Executive members and discipline representatives decided to participate on January Orientation session. Maybe, in cooperation with GSA or ISSAC;</li> <li>• What is Engineering event: the President invited the members to join him in this event;</li> <li>• MITACS: they want to present the Industry-Academy scholarship.             <ul style="list-style-type: none"> <li>○ We believe mid-February would be a good period for reaching more people;</li> </ul> </li> <li>• The group took a picture;</li> <li>• One of the VPs noted that the fridge in the grad Lounge need to be clean. The group agreed a notice email should be sent to all grad student to remind them about the cleaning day on Fridays about 17:30, starting date: December 1<sup>st</sup>.             <ul style="list-style-type: none"> <li>○ Addendum: Such email was sent during the weekend (18 Nov.)</li> </ul> </li> <li>• It was proposed the monthly meeting happen always on Wednesdays, but decision wasn't made.</li> </ul>
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Conclusion	It finished about 16:30
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Assigned actions	Person responsible	Deadline