



Meeting Minutes #1

DATE: November 22nd, 2019

TIME: 4-5 PM

LOCATION: Engineering Library

Meeting called by	EGCC President
Type of meeting	General
Minutes taken by	VP Academics
List of attendees	President, VP Finance, Student, Academics, Communication
List of absentees	

Discussed topics	<ul style="list-style-type: none"> - Send out the profile pictures to VP Communication to update the website - Updating the EGCC website, listing all the previous councils and executives (2013-present) in the new website creating the Instagram page and YouTube channel. Add content on the social media platform like pictures and videos time to time. - Send out letter to the APEGS earlier this week. - Follow up the status of EGCC lockers. - Send out the EGR Certificates earlier this week. - Meeting with Ex-GSA President for possible challenges & opportunities regarding the 3 minutes thesis topic with GSA along with the funding proposal. Tentative time to organize 3 minutes is on February 2020. - Tracking about a volunteer work of EGCC executive members + Representatives for cleaning microwaves at the engineering graduate lunge. - Follow up the bank account of EGCC. - Organizing dinner at the end of the term in the coming month and posters related to it. Games organization and arrangement of pizzas.
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Conclusion	
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Assigned actions	Person responsible	Deadline
- Updating the EGCC website	VP Communication, President	NOV, 25
- Follow up the status of EGCC lockers.	VP Finances	NOV, 25
- Distributing the EGR certificates among poster presenters, talking to ex president GSA followed by meeting at GSA commons	VP Academics	NOV, 27
- Follow up the possible challenges & opportunities regarding the 3 minutes thesis topic with GSA.	VP Academics	NOV, 29
- Follow up the bank account of EGCC and Lockers.	President, VP Academics & VP Finances	NOV, 29
- Communication with the APEGS regarding the organization of a workshop.	VP Student	NOV, 26