



Meeting Minutes #1

DATE: November 8, 2019

TIME: 2- 3 PM

LOCATION: Engineering Library

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

Discussed topics	<ul style="list-style-type: none"> - Providing the access to the formal email of the EGCC executive members. - Updating the EGCC website alongside with the creating the Instagram page and YouTube channel. - Communication with the APEGS regarding the organization of a workshop. - Follow up the status of EGCC lockers. - Determination the situation of certificates related to the previous Conf. - Follow up the possible challenges & opportunities regarding the 3 minutes thesis topic with GSA. - Talking about a volunteer work of EGCC executive members + Representatives for cleaning microwaves at the engineering graduate lunge. - Follow up the bank account of EGCC.
------------------	--

Conclusion	
------------	--

Assigned actions	Person responsible	Deadline
- Updating the EGCC website alongside with the creating the Instagram page and YouTube channel.	President & VP Communication	
- Follow up the status of EGCC lockers.	VP Finances	
- Determination the situation of certificates related to the previous Conf.	VP Academics	
- Follow up the possible challenges & opportunities regarding the 3 minutes thesis topic with GSA.	VP Academics	
- Follow up the bank account of EGCC.	President, VP Academics & VP Finances	
- Communication with the APEGS regarding the organization of a workshop.	VP Student	