



**Meeting Minutes #1**

DATE: November 29, 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"> <li>- Providing a time table for all EGCC events during the current and next semester.</li> <li>- Follow up the status of lockers.</li> <li>- Talk about the detail of engineering christmas party.</li> <li>- Follow up the status of bank account of EGCC.</li> <li>- Talk about the possible ways for participation enhancement in the EGCC events.</li> </ul>
------------------	--

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

Assigned actions	Person responsible	Deadline
- Design of a poster for engineering christmas party	VP Communication	Next Week
- Advertisement for lockers rental	VP Finances	Next Week
- Open a bank account for EGCC	VP Finances, VP Academics, President	Next Week
- Communicate with different resources to provide good, and affordable food for the engineering christmas party	VP Academics	Next Week