



Meeting Minutes # 1

DATE: January 6, 2021

TIME: 17:00

LOCATION: Webex

Meeting called by	EGCC President
Type of meeting	General
Minutes taken by	EGCC President
List of attendees	President, VP-finance, VP-Student affairs, VP-Academic affairs
List of absentees	VP-Communication

Discussed topics	<ul style="list-style-type: none"> • End of The Year Gathering prizes • Creating a video clip to introduce EGCC • Scheduling for the photo contest 2021 and second E3MT • Holding graduate student's town hall
------------------	--

Conclusion	Engineering graduate students' town hall will be held on 19 January (WebEx) The 1 st engineering photo contest and 2 nd E3MT scheduled to be held 25 February (detail attached)
------------	--

Assigned actions	Person responsible	Deadline
End of the year event prizes delivery confirmation	VP finance	7 January
Engineering graduate town hall invitation	VP communication	11 January with reminder on 18 January
Photo contest Announcement Email	VP-Academic affairs	11 January
Photo contest reminder	VP-Academic affairs	25 January
Photo contest Poster design	President	10 January
Writing GSA support proposal	VP finance	
Judging panel and how to evaluate the photos	VP student	20 January
E3MT announcement for abstract submission	VP communication/Academic	15 January
reminder E3MT for abstract submission	VP communication/Academic	29 January
email for Slide submission	VP communication/Academic	11 February
E3MT Poster and video clip design	VP student	
invitation email to the Judging panel	VP Academic	18 January



Attachment: Plans

Engineering graduate students' town hall

- Sending an invitation email for 18-19 January with WebEx meeting link with **Arman**
- We will convey all ideas and comments to the Associate Dean Graduate Studies and Strategic Projects and graduate program coordinator

1st Engineering Photo contest

- Announcement Email on 11 January with **Fahimeh**
- Sending a reminder on 25 January with **Fahimeh**
- 1st February is the deadline for the photo submission with possible extension to the 8th February
- Poster design by 10 January with **Shahab**
- Writing GSA support proposal for the event with **Hamed**
- Prizes decided (100,75,75)
- Judging panel and how to evaluate the photos with **Mahdiyar**
- The winners will be announced on the 2nd E3MT on 25 February

2nd E3MT

- The event will be held on 25 Feb 2021
- 15 January first email for announcement with abstract submission deadline on 5 February (possible extension to 8 Feb) with **Arman/ Fahimeh**
- 29 January reminder email with **Arman/ Fahimeh**
- 11 February email for Slide submission **Arman/ Fahimeh**
- 18 February Slide submission deadline with possible extension till 22 February
- Contacting with Richelle Kenn for AT funding with COVID-19 situation **Shahab**
- Invitation email with **Arman/Fahimeh**
- Poster and video clip design with **Mahdiyar**
- Sending invitation email to the Judging panel with **Arman/ Fahimeh**
- Possibility of adding one more judge from industry with **Hamed**
- The event is decided to be online