



Meeting Minutes # 1

DATE: November 22th, 2018

TIME: 11:30

LOCATION: 1A18

Meeting called by	EGCC President
Type of meeting	General
Minutes taken by	VP Communication
List of attendees	President, VP finances, student, academics, communication
List of absentees	

Discussed topics	<ul style="list-style-type: none"> • Constitution and Responsibilities • Updating the website for new members • scheduling the plans (attached file) • End of The Year Gathering
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Conclusion	Final decisions will be taken on the next meeting on: Social night, sports events, Visting CLS
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Assigned actions	Person responsible	Deadline
Creating the poster for End of The Year Gathering	VP communication	



Attachment: Plans

Month	Plan	Time	Location
December 2018	End of The Year Gathering	December 20 th @ 4pm	Eng lounge
January 2019	Orientation	1 st week	
	Co-op Seminar	3 rd week	
February 2019	MITACS seminar	3 rd week	
March 2019			
April 2019			
May 2019	Abstract deadline for posters		
Jun 2019			
July 2019	Poster submission		
August 2019			
September 2019	Orientation	1 st week	
	Poster day	2 nd week	