

**Nanyang Technological University  
School of Computer Engineering  
Computer Engineering Club**

15<sup>th</sup> September 2009

See Distribution List

**MINUTES OF 1<sup>ST</sup> – 2009/2010 10<sup>th</sup> MANAGEMENT COMMITTEE GENERAL MEETING**

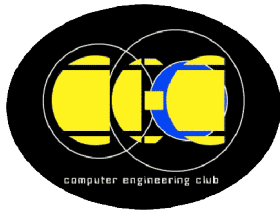
Date : 15<sup>th</sup> September 2009  
Day : Tuesday  
Venue : Siggraph Room, N4 (Level B1)

**Present:**

Mr. Tang Hon Fye Eugene	President
Mr. Anuj Hiten Bheda	Vice President
Ms. Teng Shu Yong Joanne	Vice President
Mr. Tan Jie Hao	Financial Controller
Ms. Monica Vionna Elysia	Honorary General Secretary
Ms. Wang Xiaohui	Assistant Honorary General Secretary
Ms. Gabriella Khoestadi	Academic Archive and Welfare Officer
Ms. Zhang Ruitao	Academic Archive and Welfare Officer
Ms. Lim Wei Ting Yvonne	Business Manager
Mr. Wendy	IT Officer
Mr. Hendra Danu Saputra Chauwito	Liaison Executive
Mr. Yin Xiao Cheng	Logistics Officer
Mr. Zhang Ge	Logistics Officer
Mr. Anjar Puji Wicaksono	Publicity Officer
Ms. Shivohne Anne Mary Saldanha	Publication Officer
Mr. Gu Xinch	Sports and Recreation Secretary
Ms. Inge Wong	Sports and Recreation Secretary
Mr. Ang Yu Kun	Events Director
Ms. Chan Jing Yi Stephanie	Events Director
Mr. Pahlevi Fikri Auliya	Career Development Officer

**Absent:**

Mr. Lim Tian Xiang	Business Manager
Mr. Shu Haojiang	IT Officer



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**Item I: Start of The Meeting**

1. The President commenced the meeting at 1930hrs.

**Item II: Apologies**

1. Mr. Anuj Hiten Bheda apologized for being late due to Industrial Attachment.
2. Mr. Lim Tian Xiang apologized for not being able to attend the meeting.
3. Mr. Shu Haojiang apologized for not being able to attend the meeting.

**Item III: Investiture**

1. Time and Venue (to be confirmed soon)
  - a) Tuesday, 22<sup>nd</sup> September 2009
  - b) 1800hrs
  - c) LT1A
  - d) Make sure all sub-committees come on time
2. Emcees
  - a) Mr. Lim Tian Xiang and Ms. Lim Wei Ting Yvonne will be hosting the investiture
3. Gifts for The 9<sup>th</sup> Management Committee
  - a) We are going to give certificates and small gifts for the outgoing committees.
4. Short Movie
  - a) The short movie will include the past events held by The 9<sup>th</sup> Management Committee for example GEBEN, Exclam, DnD, etc.

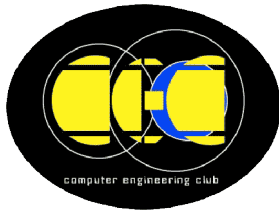
**Action**

Ms. Monica

Mr. Anjar Wicaksono,  
Ms. Wang Xiaohui

Mr. Shu Haojiang,  
Mr. Wendy





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- |  |                                       |
|--|---------------------------------------|
| 5. Documentation   |                                       |
| a) Publication Sub-committees need to take some photos.  | Ms. Shivohne S.                       |
| 6. GOH and VIP Guest   |                                       |
| a) Prof. Angela Goh is going to be invited as our GOH and Prof. Quek Hiok Chai as our VIP Guest. | Mr. Eugene Tang                       |
| 7. Refreshments  |                                       |
| a) Refreshments are going to be provided after The Investiture ends.                             | Ms. Yvonne Lim,<br>Mr. Lim Tian Xiang |

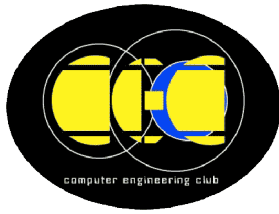
**Item IV: Academic Archive and Welfare**

- |  |                                       |
|--|---------------------------------------|
| 1. Past Year Paper Solutions   |                                       |
| a) The posters have been put around N4 Building and posted at CEC Website since last week.   | Mr. Anjar Wicaksono                   |
| b) Well responses have been given by the students especially for Year 1 and Year 2 solutions. We have three more papers to be completed. | Ms. Gabriella K.,<br>Ms. Zhang Ruitao |
| b) For maintaining the quality of the papers we are going to do a double check for each solutions.                                       | Ms. Gabriella K.,<br>Ms. Zhang Ruitao |
| c) For Major Prescribed Electives, we are going to find solutions as soon as possible.   | Ms. Gabriella K.,<br>Ms. Zhang Ruitao |
| 2. Peer Tutoring   |                                       |
| a) Vice-chairman for the peer tutoring have been chosen.   |                                       |
| b) Peer tutoring is going to be held from week 8 to week 11.   | Ms. Gabriella K.                      |
| c) The recruitment for the tutors will be held from 18 <sup>th</sup> September 2009 to 25 <sup>th</sup> September 2009.                  | Ms. Gabriella K.                      |
| 3. Lecture Recording   |                                       |
| a) Recently encountered some problems because some   | Ms. Zhang Ruitao                      |

c/o Student Affairs Office, NTU, Nanyang Avenue, Singapore 639798.  
Tel: 6790 5153/5/6 Fax: 6792 6559



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of the people who supposed to record the lectures have resigned. The officer have handled these problems and were suggested to get some help from the sub-committees.

- b) Feedback forms for the lecture recordings will be prepared and given out to the students.

Ms. Zhang Ruitao

**Item V: IT**

1. CEC Website

- a) The new website has been published and the responses were good.
- b) The CEC Logo at the website should have been bigger.
- c) Website Domain is going to expire from 19<sup>th</sup> September 2009 onwards. We need to find a new domain or re-new the current domain.

Mr. Wendy

Mr. Wendy

Mr. Lim Tian Xiang,  
Ms. Yvonne Lim,

2. Student Computer Room Maintenance

- a) The cleanliness and tidiness of SCR must be maintained throughout the year.
- b) Maintenance of the computers at SCR is being taken care by IT Officers and the sub-committees as well.
- c) Suggested to have a feedback space on the notice board to improve our services to the students.

Mr. Shu Haojiang

Mr. Shu Haojiang

Ms. Shivohne S.,  
Mr. Shu Haojiang

3. Internal Communication

- a) Creating a more efficient way to communicate between the Main Committee by using a mailing list.

Mr. Wendy

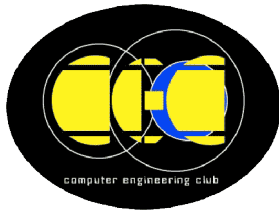
4. IT Courses

- a) IT Officers suggested to have IT Courses (Java Script, HTML, etc) inside our school for our students and

Mr. Wendy,

Mr. Hendra D.S.C.





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students from other schools if possible.

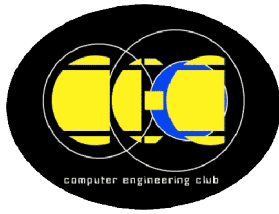
**Item VI: Liaison**

1. Collaboration with other academic clubs and non-academic clubs
  - a) See Item V point 4.a. and Item VI point 3.a. for further explanation. Mr. Hendra D.S.C.
2. Exam Welfare Package
  - a) For now, the date of Exam Welfare Package has been set to 29<sup>th</sup> October 2009. Mr. Hendra D.S.C.
  - b) Proposals for Exam Welfare Package need to be prepared soon in order to find the sponsorships. Mr. Lim Tian Xiang,  
Ms. Yvonne Lim
3. GEBEN
  - a) Next year GEBEN, Mr. Hendra Danu Saputra Chauwito suggested to make it a 2-days event and work together with Cyber Game Society or Fast Forward to provide something different to the students. Mr. Hendra D.S.C.

**Item VII : Logistics**

1. Store Room Checking
  - a) All the things stored inside the store room have been checked. Mr. Yin Xiao Cheng,  
Mr. Zhang Ge
  - b) The officers have been suggested to create an inventory list for the stuff inside the Store Room. Mr. Yin Xiao Cheng,  
Mr. Zhang Ge
2. Store Room Maintenance
  - a) Keeping the Store Room clean and tidy is an important thing to note. Mr. Yin Xiao Cheng,  
Mr. Zhang Ge





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**Item VIII: Publicity and Publication**

1. Publicity - Designs

- a) Main committee name card, main committee T-shirt and sub-committee T-shirt designs are done. For the printing, we must find the suitable company as soon as possible.
- b) Ms. Joanne Teng suggested to make the design of the 9<sup>th</sup> Management Committee certificate more formal.

Mr. Anjar Wicaksono

Mr. Anjar Wicaksono

2. Publicity - Decoration

- a) The notice board at the Student Computer Room have been slightly decorated.
- b) Improvements to the LT 2A notice board will be made.

Mr. Anjar Wicaksono

Mr. Anjar Wicaksono

3. Publication – Articles

- a) An article about Annual General Meeting has been posted up at the website.

Ms. Shivohne S.

4. Publicity and Publication – E-Refresh

- a) Going to be published after Recess Week. We are going to publish the E-Refresh on the website and Facebook application as well.
- b) Inside, there are going to be some articles about Annual General Meeting, Freshmen Orientation Camp, Dinner and Dance, GEBEN and Election.
- c) This year we are going to contribute on E-Pulse as well where we will have four pages for our club activities.

Ms. Shivohne S.,

Mr. Anjar Wicaksono,

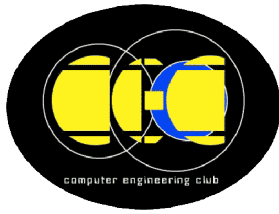
Mr. Wendy

Ms. Shivohne S.

Ms. Shivohne S.,

Mr. Anjar Wicaksono





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**Item IX: Sports and Recreation**

1. Harcharan Singh

- a) Currently we are waiting for the approval from SAO and hopefully we can know the result by Wednesday. For now, the Harcharan Singh is scheduled from 6<sup>th</sup> to 15<sup>th</sup> October 2009.
- b) The proposal must be approved first to book all the venues (courts and meeting rooms) and therefore, venues have not been booked yet.
- c) There are going to be five sports games and six recreational games.
- d) Posters have been put up around N4 area.
- e) Design for banners has been done and yet still waiting for the SAO approval.
- f) Equipments needed for the events must be prepared as soon as possible.
- g) For the games winner, we are going to give out trophies and shoe bags as the prizes. As for the runner-up, they are going to get trophies.
- h) For this events, the registration is online based (via CEC Website) starting from 16<sup>th</sup> September 2009.

Ms. Inge Wong

Ms. Inge Wong,  
Mr. Gu Xinch

Mr. Anjar Wicaksono  
Mr. Anjar Wicaksono

Ms. Inge Wong,  
Mr. Gu Xinch  
Ms. Yvonne Lim

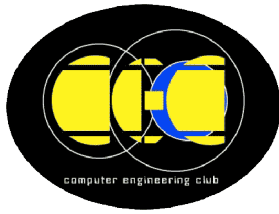
Mr. Wendy

2. Inter School Games

- a) Sports and Recreation Secretaries need to prepare for ISG.

Ms. Inge Wong,  
Mr. Gu Xinch





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**Item X: Events**

1. Movie Screening

- a) Due to the difficulties and constraints that we have, we are planning to work together with Movie Society.
- b) Any other interesting ideas are welcomed just in case the Movie Screening is not feasible.

Mr. Ang Yu Kun,  
Ms. Stephanie Chan

2. Main Committee Retreat

- a) This retreat is going to be held during the Recess Week to create the cohesiveness and team bonding inside the 10<sup>th</sup> Management Committee.

Mr. Ang Yu Kun,  
Ms. Stephanie Chan

3. Dinner and Dance

- a) Mr. Ang Yu Kun suggested to collaborate with MSE Club for this event.

**Items XI: Career Development**

1. Sub-committee Recruitment

- a) The interview is held on Tuesday (15<sup>th</sup> September 2009) and Wednesday (16<sup>th</sup> September 2009). Currently we are looking for Technical Officers and Business Liaisons.

Mr. Pahlevi Fikri A.

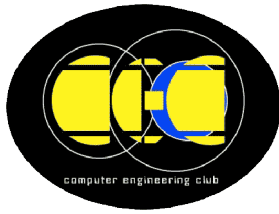
**Items XII: Subcomm Bonding Session**

1. Bonding Session

- a) This session going to be held right after the investiture.
- b) The total time is one hour with 15 minutes for briefing and 45 minutes for playing the games.
- c) The winner of the games will get some tidbits as the prize.

Mr. Gu Xinchu,  
Ms. Inge Wong





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**Items XIII: Microsoft Imagine Cup**

1. Student helpers needed
  - a) Five more helpers are needed from SCE.
  - b) The helpers must be able to commit 100% since the event is going to be held during holiday.

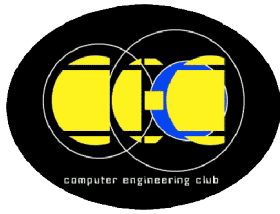
Mr. Eugene Tang

**Items XIV: End of Meeting**

1. Mr. President ended the meeting at 2100hrs.

Mr. Gu Xinch  
proposed,  
Mr. Anjar Wicaksono  
seconded

**Ms. Monica Vionna Elysia**  
Honorary General Secretary  
*for President*



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Mr. Wendy	IT Officer
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Mr. Pahlevi Fikri Auliya	Career Development Officer

**Copy to:**

Prof. Quek Hiok Chai

Mr. Seah Wen Kor