

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

9th October 2009

See Distribution List

MINUTES OF 2nd – 2009/2010 10th MANAGEMENT COMMITTEE GENERAL MEETING

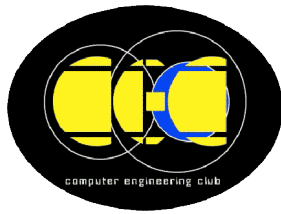
Date : 9th October 2009
Day : Friday
Venue : Siggraph Room, N4 (Level B1)

Present:

Mr. Tang Hon Fye Eugene	President
Mr. Anuj Hiten Bheda	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
Mr. Lim Tian Xiang	Business Manager
Mr. Wendy	IT Officer
Mr. Shu Haojiang	IT Officer
Mr. Hendra Danu Saputra Chauwito	Liaison Executive
Mr. Zhang Ge	Logistics Officer
Mr. Anjar Puji Wicaksono	Publicity Officer
Ms. Inge Wong	Sports and Recreation Secretary
Ms. Chan Jing Yi Stephanie	Events Director
Mr. Pahlevi Fikri Auliya	Career Development Officer

Absent:

Ms. Teng Shu Yong Joanne	Vice President
Ms. Lim Wei Ting Yvonne	Business Manager
Mr. Yin Xiao Cheng	Logistics Officer
Ms. Shivohne Anne Mary Saldanha	Publication Officer
Mr. Gu Xinchu	Sports and Recreation Secretary
Mr. Ang Yu Kun	Events Director



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Item I: Start of The Meeting

1. The President commenced the meeting at 1930hrs.

Action

Mr. Eugene Tang

Item II: Apologies

1. Mr. Anuj Hiten Bheda apologized for being late due to Industrial Attachment.
2. Ms. Teng Shu Yong Joanne apologized for not being able to attend the meeting.
3. Ms. Lim Wei Ting Yvonne apologized for not being able to attend the meeting.
4. Mr. Yin Xiao Cheng apologized for not being able to attend the meeting.
5. Ms. Shivohne Anne Mary Saldanha apologized for not being able to attend the meeting.
6. Mr. Gu Xinchu apologized for not being able to attend the meeting because of Harcharan Singh.
7. Mr. Ang Yu Kun apologized for not being able to attend the meeting.

Item III: Passing of 1st Meeting Minutes

1. Mr. Anjar proposed the passing of 1st meeting minutes.
2. Mr. Wendy seconded the passing of 1st meeting minutes.

Mr. Anjar P. W.

Mr. Wendy

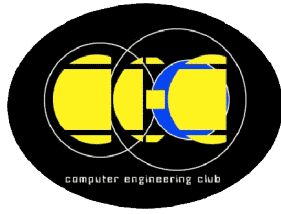
Item IV: Harcharan Singh

1. The closing ceremony
 - a) It will be held on 15th October from 1830 to 2000hrs.
The venue SAC meeting room2 and room3 have already been booked. The projector and screen will be borrowed as soon as

Ms. Inge Wong

Mr. Gu Xinchu





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possible.

- b) Prof. Quek Hiok Chai will be invited as our GOH.
- c) Details for the closing ceremony:
 - Speech from our GOH.
 - Ice breaking games
 - Trophy, prizes and certificate giving for the winners
 - Refreshment
2. Documentation
 - a) Photo-taking will be handled by publicity sub-committees.
 - b) Articles will be written by publicity sub-committees.
3. The participation rate for Harcharan Singh has improved compared to the previous year.

Ms. Shivohne S.

Ms. Inge Wong

Item V: Inter School Games(ISG)

1. Time
 - a) It will be held in both December 2009 and January 2010.
 - b) The starting ceremony will be held on 14th December 2009.
 - c) The closing ceremony will be held on 29th January 2010.
2. SCE need to design a sport legend mascot, recommended to be someone related to our host game.
3. Photographers will be sent during the games to take photos for our athletes.
4. Sports and Recreation Secretaries will start to plan for ISG immediately after Harcharan Singh. Mr. Eugene Tang suggested planning the strategies regarding the participation of SCE students for the next ISG.

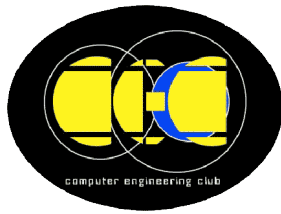
Mr. Shu Haojiang

Ms. Shivohne S.

Ms. Inge Wong

Mr. Eugene Tang





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Item VI: Exam Welfare Package

1. Currently business managers have managed to ensure some sponsorships. We are still trying to look for more sponsors hopefully before 20th October 2009.
2. All goodie bags will be packed before 24th October 2009.

Ms. Yvonne Lim

Mr. Eric Lim

Mr. Hendra

Item VII: Publicity and Publication

1. Namecards and t-shirt designs
 - a) The design of name cards has already been done, and they will be printed out as soon as possible.
 - b) The t-shirt color is black for main committee and blue for sub-committee. The t-shirts are expected to be printed roughly within a month.
2. Notice Board

Photos of our 10th management committee will be put up by next Friday.
3. E-refresh

It is still in process and expected to be finished by this week.

Mr. Anjar

Mr. Anjar

Mr. Anjar

Ms. Shivohne S.

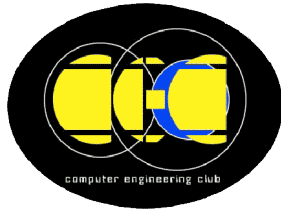
Item VIII: IT

1. The photos of our current committee will be published on our CEC website soon.
2. Student Computer Room(SCR)
 - a) Some problems regarding maintenance of SCR have been settled this week and the others will be handled next week.
 - b) The computers in SCR are checked every two days to ensure that they work well.

Mr. Wendy

Mr. Shu Haojiang





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Item IX: Academic Archive and Welfare

1. Past Year Papers(PYP)
 - a) All the PYP from 1st year to 3rd year(excluding CSC304) have been done. And they are already available in business library.
 - b) PYP for 4th year students will be done within one week.
 - c) Mass email will be sent out next week.
2. Student Tutorial Groups
 - a) We have 15 tutors and 8 classes by now.
 - b) Classes of all subjects have commenced on this week.
 - c) Due to low participation rate, we are trying to request the professors to help us with the publication by posting the announcement with regards to the STG, on edventure.

Ms. Zhang Ruitao

Ms. Gabriella

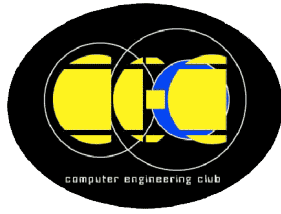
Items X: Events

1. Excla!m
 - a) The current idea for Excla!m revolves around the idea of a 'clubbing night'. Venue will probably be at Nanyang Auditorium.
 - b) Brainstorming for this year's Excla!m includes:
 - Clubbing night
 - Games booths and performances
 - Lucky draw
 - Buffet
 - c) The proposal for Excla!m will be prepared by December.
2. DnD
 - a) We are planning to collaborate with MSE for this year's DnD.

Mr. Ang Yu Kun

Ms. Stephanie Chan





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Item XI: Career Development

- | | |
|--|----------------------|
| 1. Web Design and Development Course | Mr. Pahlevi Fikri A. |
| a) This course will be organized as part of the workshop
“Building Facebook Application with ASP.NET” together
with the HTML+CSS course, which will be jointly
organized by IT Officer and Liaison Executive. | Mr. Wendy |
| 2. ASCENT | |
| a) Promotional video for ASCNET will be made. | Mr. Pahlevi Fikri A. |
| b) Mr. Seah Wen Kor will help with the publicity of ASCENT
to SCE students once the system is fully operational. | |
| c) CDO sub-committees will attend some career talks, and
using the opportunity to approach some companies, in order
to promote and convince them to join ASCENT. | |
| 3. Microsoft Imagine Cup promotional Workshop | |
| a) We will do the registration form for this workshop in our
website. | |

Item XII: Logistics

1. Logistics officers is doing inventory database for store room.

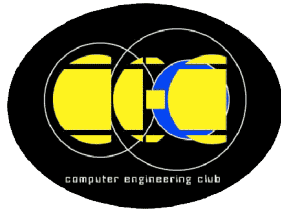
Item XIII: “Celebrating with 10 years of CEC” Dinner

1. We are going to provide some helpers for this event. All

Item XIV: Thematic Workshop for the Elderly

1. We are going to collaborate with IDA for this charity work to All





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- educate the elderly about how to use some softwares .
2. This activity will be opened up for all our SCE students.

Item XV: Hall Admission Scheme Review

1. Mr. Eugene Tang suggested that if anyone who got any suggestions and comments about the Hall Admission Scheme could inform him. These suggestions and comments will be highlighted during the HAS review meeting.

All

Item XVI: Engineering Bash

1. Proposed by MAE, CEE and EEE, this event will be opened to all engineering schools. The objective of this event is to help the students expand their social network.
2. The Engineering Bash is proposed to be organized at the 2nd week of the next academic year.
3. we will consider in participating in the organizing of this event, given that it is held at least two weeks after our DnD next year.

All

Item XVII: End of Meeting

1. The president ended the meeting at 2130hrs.

Mr. Eugene Tang

Mr. Shu Haojiang
proposed
Mr. Eric Lim
seconded

Ms. Wang Xiaohui

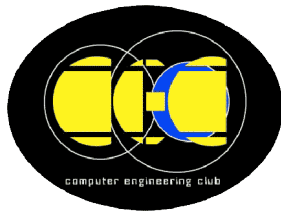
Assistant Honorary General Secretary

for President

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Copy to:

Prof. Quek Hiok Chai
Mr. Seah Wen Kor