0.1 Attendees

1. Chair: Michael Heimlich (MH)
2. Minutes: Adam Carmichael (AC)
3. Michael Griffin (MG)
4. Pierce Rixon (PR)
5. Carl Svensson (CS)

0.2 Apologies

- Gitanjali (Gx)
- Susan Munir (SM)
- Joseph Campbell (JC)
- Zarin Saif (ZS)

0.3 Reasons for the Group

- Student representation in Dept Meetings (1st Wednesday of each month 5pm-6pm)
- Students will need to organize ourselves to determine who will represent
- 1 Page agenda for each meeting
- List items that were of interest to students
- Make recommendations for things that could be improved in the Dept of EE
- Onus on Mike to get things done
- Onus on Students to hold Mike to this

0.4 FRC Mentoring

- PACE Credit
- ENGG400 Credit (for 2 summers)
0.5 Things that have Already Happened

- Reservation of Room E6A.245 on many afternoons for ENGG students as a "study space" for peer-assisted learning.

0.6 Room E6A.245

General availability¹:

- Monday all day
- Wednesday afternoon
- Thursday morning
- Friday all day

This is pending Mike's response to formalize. Want to foster a culture of team work for peer based learning.

0.7 New business

- PR: Request to have worked solutions to be posted online for ELEC240 - Signals and Systems
- CS: How to formalize feedback from other students?
  - Once the group is started.
- MG: Maths Department - general discussion.
  - MH: More formal meetings to discuss why higher % of failure in Maths dept
- AC: Bin for Mech room.
- CS: None of the phones work in ELEC rooms
  - MH: VOIP system for all phone - awaiting a fix.

¹This may change on a week by week basis, but is a good indication of availability.
0.8 TODO List

- MH: Recruit more students for liaison committee (all)
- MH: Success breeds growth. Up to students to make it happen (all)
- AC: Formalize idea for making ELEC170 more hands on to present at next meeting
- AC: To circulate meeting minutes

0.9 Appendix

Figure 1: Whiteboard 1/1

Meeting closed at 17:40.