



IEEE 2011 MetroCon Committee Meeting

MINUTES

09 FEB 2011

12-1 P.M.

500/2/L11

MEETING CALLED BY	Timothy O'Conner
TYPE OF MEETING	Monthly MetroCon Committee Meeting
FACILITATOR	Timothy O'Conner
NOTE TAKER	Mary Arbuckle
TIMEKEEPER	NA
ATTENDEES	<ul style="list-style-type: none"> X Peter Adejokun - Software & Systems Engineering Advisor/Social Chair X Mary Arbuckle – Administrative Chair X Ercel (Bill) Arbuckle – Volunteer Co-Chair Ian (Tony) Browne – MetroCon Programs Chair X Diane Collier - Awards Chair X Dan Cowan - ExComm Tamara Crawford - Emerging Technologies Track Co-Chair Dan Dimitrijevic - Biotechnologies Track Co-Chair X Will Frank – Volunteer Chair X Teresa Merklin – Secure Systems Track Chair X Lasandra Mitchell - Website Development Chair X Steve Morgan – Software & Systems Engineering Track Co-Chair X Timothy O'Conner – MetroCon Conference Chair TBD - Software & Systems Engineering Track Co-Chair Rebecca Sardharwala - Emerging Technologies Track Chair Mike Siok - MetroCon Conference Chair-Emeritus X Richard Solomon – Public Relations Chair Tristan Tayag - Biotechnologies Track Chair

Agenda topics

• Committee Roll Call	Mary Arbuckle	12:00
• Opening Remarks	Timothy O'Conner	12:05
• Current / Program Milestone Schedules	Timothy O'Conner	12:10
• Committee Chair Reports		
o Emerging Technologies	Rebecca Sardharwala	12:15
o Deploying Secure Systems	Teresa Merklin	12:20
o Systems and Software	Peter Adejokun	12:25
o Biotechnologies	Tristan Tayag	12:30
o Public Relations	Richard Solomon	12:35
o Volunteer	Will Frank	12:40
• Website Development	LaSandra Mitchell	12:45
• Miscellaneous	All	12:50
• Issues and Concerns	All	12:55
• Action Items	All	12:57
• Adjourn	All	12:55

STATUS REPORTING

TIM O'CONNER

DISCUSSION	<p>Tim –</p> <ul style="list-style-type: none"> • Plenary and keynote speaker selection. He would like to have keynote set before setting meeting with LM VP – Glenn Miller. • MetroCon schedule; 1st face-to-face meeting will be at CiCi's Pizza, complimentary from Tim, on 4/6/11.
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	<ul style="list-style-type: none"> • 2nd face-to-face will be at Chili's, attendees will pay their own way, on 8/17/11. • Requested RSVP for 4/6/11 meeting. • Will contact Raytheon for sponsorship. <p>Steve – NTR Peter –</p> <ul style="list-style-type: none"> • Has 2 potential speakers • Will visit TCCC Downtown for evaluation of future MetroCon site. • To contact L3Comm, Semens and Lynn Robinson for sponsorship <p>Will/Bill –</p> <ul style="list-style-type: none"> • Will is now Volunteer Chair and Bill is now Volunteer Co-Chair. • Tim will provide names of Student Chapter Presidents for contacts. <p>Richard –</p> <ul style="list-style-type: none"> • Will get MetroCon posted on IEEE-USA Conference website. • Wants to meet with Tim and LaSandra to discuss MetroCon website and advertising. <p>Teresa – already has 1 speaker...Jim Manley. Diane – Suggested Jim Kennedy (Former NASA Director) as keynote speaker. \$2K + local expenses. Dan –</p> <ul style="list-style-type: none"> • Suggested student purchase of Microsoft Access for Mary. • Oncor will not sponsor MetroCon this year. <p>Mary – Cost for Access through CreationEngine for students is \$59.99 (including shipg)</p>
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MEETING / ATTENDANCE GOAL

TIM O'CONNER

DISCUSSION	Required attendance is 2/3rds of the time by committee members, with 80% attendance each telecom.
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OBSERVERS	N/A
RESOURCE PERSONS	Mary Arbuckle / Diane Collier / LaSandra Mitchell
SPECIAL NOTES	<p>IEEE Fort Worth Section ExComm – Telecon Tonight When: 6:30 PM, Wednesday, 9 February 2011</p> <p>Where: Conference Call meeting (due to icy weather) Dial in number: 218 486 1616 Participant code: 341171</p> <p>Next MetroCon Committee Meeting: 2 Mar 11; 500-2-L11; 12-1 p.m.</p> <p>Teleconference Information: (817) 762-1000 or x21000 from Fort Worth Toll-Free 1-(866)-302-3717 Participant Code: 682740 *6 will mute a standard black audix phone ☺</p>

Minutes Prepared By:

Mary F. Arbuckle

02/09/11

Name

Date