



IEEE 2011 MetroCon Committee Meeting

MINUTES

6 JUL 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 Ercel (Bill) Arbuckle – Student Engagement Chair X Mary Arbuckle – Administrative Chair Ian (Tony) Browne – MetroCon Programs Chair X Diane Collier - Awards Chair X Tamara Crawford - Emerging Technologies Track Co-Chair Dan Dimitrijevič - Biotechnologies Track Co-Chair X Princy Mehta - Secure Systems Track Co-Chair X Teresa Merklin – Secure Systems Track Chair LaSandra Mitchell - Website Development Chair Steve Morgan – Software & Systems Engineering Track Co-Chair X Timothy O'Conner – MetroCon Conference Chair Tambre Paster - Software & Systems Engineering Track Co-Chair X John Robb – Public Relations (A) / Marketing Chair Rebecca Sardharwala - Emerging Technologies Track Chair X Mike Siok - MetroCon Conference Chair-Emeritus Tristan Tayag - Biotechnologies Track Chair X Dan Cowan - ExCom

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
• Website Development	LaSandra Mitchell	12:35
• Miscellaneous	All	12:40
• Issues and Concerns	All	12:45
• Action Items	All	12:50
• Adjourn	All	12:55

STATUS REPORTING

TIM O'CONNER

DISCUSSION	<ul style="list-style-type: none"> -Received Status reports from Tristan, LaSandra, Tamara, & Teresa. -DSS = 5 Confirmed Speakers; Still working on bios and abstracts. -ET = 3 Confirmed Speaker; Presentation during luncheon for students; all day posters in the atrium during the day; Info to be provided on Raytheon speakers. -Bio = 5 Confirmed Speakers -Sys/SW= 3 Confirmed speakers; need additional speakers; L3 may be sponsor and provide speakers. -John to help LaSandra shorten Keynote speaker info on website for marketing purposes. -DDD for abs & bios for brochure = Diane needs no later than 07/29/2011.
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	-Mary to send program to Diane by Monday. -Reviewed Saltgrass menu selections and costs. -15 cotton shirts/10 polo shirts to be available for purchase and ordering. -Special guests attending ExCom tonight, UNT IEEE President & Professor, EWB.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Send in bios and abstracts for brochure	All Chairs	8/1/2011

MEETING / ATTENDANCE GOAL

TIM O'CONNER

DISCUSSION	Required attendance is 2/3rds of the time by committee members, with 80% attendance each telecom.	
CONCLUSIONS	10 of 18 = 56%	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

OBSERVERS	N/A
RESOURCE PERSONS	Mary Arbuckle / Diane Collier / LaSandra Mitchell
SPECIAL NOTES	<p>IEEE Fort Worth Section ExComm – UTA tonight</p> <p>Next MetroCon Committee Meeting: <u>3 Aug 11; 500-2-L11; 12-1 p.m.</u></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* 07/06/2011

Name

Date