

## IEEE Meeting Minutes - 11/05/2010

### Attendance:

- Marshall and Jimmie are not here

### Seminars:

- Cirrus Logic Seminar went well - Make sure to keep Tina informed about things
- Cal is working on one more seminar for the rest of this term
- Just got TekTronix check from February Seminar - add a pseudo-deadline for companies

### IEEE Store:

- Still need to check up on volunteers

### Build Club:

- Parts are in for prototypes (heat shrink, male header, and female is on the way)
- Some backorders
- Only projects that can actually be built at the moment are the high powered torch and breadboard power supply (minus
- Need to come up with alternatives?
  - USB LED for lighting keyboard
- Build Club/Store Manager Executive position (hold this thought)
- Can also just be an open lab time for students (only for personal projects), advertise

### Timeline:

- Week 7 - Tasks: Parts in (Store Managers send email notification)/Prototyping  
Meeting: Discuss project feasibility, final approval for club
- Week 8 - Tasks: Make "How-to" Guides, make labels for kits  
Meeting: Kitting
- Week 9 - Tasks: Revise "How-to" Guides  
Meeting: Get a lab, start making publicity materials (logo?), waiver forms?
- Week 10 - Tasks: Sleep

Meeting: Pre-liminary scheduling for next term Build Club

*Next Term:*

*Week 1 - Call for a general meeting for Week 2 (get a room and presentation)*

*Week 2- General Meeting, (maybe start of build sessions?)*

**NEED TO ASK DON LOTS OF QUESTIONS....1st QUESTION: WHEN WILL YOU BE HERE?**