

## IEEE Tunisia Section

### SSR(s) Minutes of Meeting

Date of meeting : 28/04/2017

Start Time : 21.05

End Time : 22.32

Topic : Our plan with IEEE Tunisian Student Members for this year

#### Attendees:

- Islem Cherif
- Ons Zaidi

#### Objectives:

- How to boost the communication between the Section and the students?
- How to make the SSR(s) nearer from the students and continuously updated with their news and needs?
- Better organize the reporting and student activities calendar.
- Promoting IEEE among students and aware them with its benefits and opportunities.

#### Problems:

- IEEE Student members doesn't report their meetings and activities regularly.
- Many of them doesn't know who exactly they should contact from the section to answer their needs and help them.
- Some of the student members don't have enough information about IEEE ethics and rules, IEEE opportunities, reporting tools, IEEE funding etc... even some chairs and vice chairs have lack of information sometimes.
- Student members sometimes not curious enough to send emails and ask to know more about some points concerning IEEE.
- Students have problems with events funding.

## **Suggested solutions:**

- Every SB should make 3 information sessions about IEEE (ethics, rules, opportunities, reporting, events funding ...) per year in its university (suggested dates: September or October then January and the third time should be before SBs elections) and send reports about the 3 sessions.
- After every SB election, the past chairs should make training session for the new office and send report too about the discussed points during the training.
- SBs should use to deal with vTools, pin and report their events regularly to better organize students' activities calendar and as a result get more attendees to its event.
- SSRs will make monthly call open for all IEEE Tunisian Student members to hear from them and listen to their problems and needs.
- Trying to add part in our website in which we add the emails of some speakers who can be invited during SB events and in order to help students better arrange for their events.
- SBs should make the SSRs more involved in their activities and update them regularly with the details to better help them and advise them.