

American Society of Civil Engineers International Student Group,

Department of Civil and Environmental Engineering at HKUST

<p>Date: 6th April, 2016 Time: 12:00 Venue: RM2128B, HKUST Subject: Minutes of the 1st Executive Meeting of the 15th Session of ASCEISG, HKUSTCE Recorded by: Li Shing Fung</p>	
<p>Attendees: Yeung Chi Wai Yip Wai Leung Wong Shun Sonia Li Shing Fung Lam Nga Chi Cheng Tsz Fung Leung Tsz Fung Yam Ying Yu</p>	<p>President Internal Vice-President Treasurer Recording Secretary Publication Secretary Information System Secretary General Affairs Secretary Academic Secretary</p>
<p>Absents with apologies: Lee Joshua Kwok Hin Yu Yu Yeung Andy</p>	<p>External Vice-President Promotion Secretary</p>
Item discussed	Action By
1. Adoption of agenda of 1 st Executive Meeting	
The agenda of 1 st Executive Meeting was adopted.	Noted
2. Recruitment of new Executive Committee members	
The new Executive Committee member Andy is not successfully recruited.	All
3. Discussion regarding the preparation of the Welcome Dinner of Practitioner Mentorship Program 2016	

<ul style="list-style-type: none"> - The proposed venue for the event is Chinese Restaurant at HKUST. - Booking of venue for the event has started. - Invitation of mentors should start within 1 week. - Ribbon-cutting ceremony should be held depending on the number of mentees. - The deadline for mentee registration of the event is decided to be 10th April, 2016. 	<p>Yip Wai Leung, Yam Ying Yu</p>
<p>4. Discussion regarding the promotion of the Welcome Dinner of Practitioner Mentorship Program 2016</p>	
<ul style="list-style-type: none"> - Design of posters and leaflets should finish within 3 days. - Printing of posters and leaflets should start within 1 week. - 200-300 leaflets are expected for distribution during promotion of event. - Email promotion should start within 1 week. - Door visits and class visits should start within 2 weeks. 	<p>Li Shing Fung, Lam Nga Chi, Yu Yu Yeung Andy, Cheng Tsz Fung, Leung Tsz Fung,</p>
<p>5. Discussion regarding the financial plan of the Welcome Dinner of Practitioner Mentorship Program 2016</p>	
<p>The financial budget should be claimed before 10th April, 2016.</p>	<p>Yeung Chi Wai, Wong Shun Sonia</p>
<p>6. Discussion regarding the 1st Site Visit</p>	
<ul style="list-style-type: none"> - The proposed venue for the event is Kennedy Town Swimming Pool 2nd site. - Booking of venue for the event has started. - The event is planned to be held on 30th April, 2016. 	<p>Yam Ying Yu</p>

7. Discussion regarding the financial issues of the Cabinet	
The preparation of the financial plan has started.	Yeung Chi Wai, Wong Shun Sonia
8. Arrangement of monthly Executive Meeting	
The exact date and time should be determined at the end of each meeting.	All
9. A.O.B.	
<ul style="list-style-type: none">- A new Facebook page will be opened.- The 1st issue of newsletter will be discussed in the next executive meeting.	Cheng Tsz Fung All
10. Arrangement of next meeting	
Date: 22nd March, 2016 Time: 11:00 Venue: To be confirmed	All
11. Adjournment	
The President declared the meeting be adjourned at 13:00.	Noted

Prepared by,

Li Shing Fung

Recording Secretary

ASCEISG, HKUSTCE

Approved by,

美國土木工程師學會國際學生會
(香港科技大學土木工程學系)

e-mail: asce@ust.hk

website: <http://home.ust.hk/~asce>



American Society of Civil Engineers
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at HKUST

Yeung Chi Wai

President

ASCEISG, HKUSTCE