



# EEE Club

## Election Rally Day 1 Minutes

[4<sup>th</sup> September 2019][[7.45pm – 9.47pm]][[LT23]]

### **Candidates present:**

Kan Siew Yin, Debbie

Vincentius Dennis Herell

Sambasivam Suseela Siddesh

Teo Gi Peng, Sandra

Gideon Tan Lie Feng

Tan Fu Long

Nelsen Edbert Winata

Kant Kaw Khin

Amos Ng Kai Yung

Tok Kim Ee

Michelle Andrea Budiarto

Akkara Joe Vipin

Jason Nathaniel

Nicholas Eric Geraldo

### **Candidates absent:**

Butt Jia En, Racheal

## **Timeline**

1. Speech by Honorary General Secretary candidate
2. Q & A
3. Speech by Vice President (Academics & Welfare) candidate
4. Q & A
5. Speech by Vice President (Events) candidate
6. Q & A
7. Speech by Vice President (Communications) candidate
8. Q & A
9. Speech by President candidate
10. Q & A
11. Speech by Honorary Treasurer
12. Q & A

#	Detailed description	Start time	Remarks
1	<p>EEE Year 4 Student</p> <p>Fundamental roles of an Honorary General Secretary:</p> <ul style="list-style-type: none"> <li>• Management of human resources (people who make up the workforce of the committee)</li> <li>• Job that requires one to communicate regularly and effectively</li> <li>• Must ensure that the administrative functions are in place</li> </ul> <p>Someone who cannot stand a messy area and possesses the Fear of Missing Out characteristic – dislike missing out information or little details on a regular basis</p> <p>Came up with the idea to collate all pictures in one common space for easy access and storage purposes</p> <p>No loss of data and a record is kept</p> <p>Management Committee:</p> <ul style="list-style-type: none"> <li>• Strive to ensure information recorded dutifully and no data is lost</li> <li>• Administrative records are crucial to the operation of the club and will take initiative to ensure well management of these</li> </ul> <p>Tend to see the better side of people and mitigate situations</p> <p>Enjoy the process of making new friends and getting to know them better</p> <p>Hold regular meetings with internal and external stakeholders</p> <p>Responsibilities of human resource will be taken up with ease with this characteristic</p> <p>Aid the president in moderating activities of club to ensure consistency and unbiasedness of the club</p> <p>Ensure there is smooth communication between SAO, school of EEE, and students</p>	7:45pm	Honorary General Secretary

	<p>Professional Management Trainee in Professional Internship:</p> <ul style="list-style-type: none"> <li>• A similar role was experienced</li> <li>• Skill of management of stakeholders was learnt</li> <li>• Had to coordinate corporate documents</li> </ul> <p>Proactive role in Human Resource management</p> <p>Bring all the members of the EEE Club committee closer through arranging a systematic feedback</p> <p>Work closely with school and other clubs to operate better events</p> <p>Knit a close committee</p>		
2	<p>What can you work on as a Honorary General Secretary for the 38<sup>th</sup> Committee?</p> <ul style="list-style-type: none"> <li>• Committee Welfare – Need to feel comfortable in the club, feel unmotivated with lack of welfare, cultivate a spirit of giving in the committee, help to serve and lead the community better</li> </ul> <p>Do you see any potential disputes with the incoming president? How will you handle this?</p> <ul style="list-style-type: none"> <li>• Disputes are inevitable in the form of disagreements especially on ideas on how to run the club</li> <li>• List down all the benefits and flaws</li> <li>• Try to find a better option</li> <li>• Will ask the rest of the management committee to discuss in more details the action to be taken</li> <li>• Trust in the president's decision making if no common decision can be reached</li> </ul>	7:54pm	Honorary General Secretary
3	<p>Year 2 Student</p> <p>Motivation behind running:</p> <ul style="list-style-type: none"> <li>• Saw an email regarding projects that are solving certain projects faced in school</li> <li>• Learnt a lot from the projects</li> </ul>	8:00pm	Vice President (Academics & Welfare)

	<ul style="list-style-type: none"> <li>• Project for reducing skill gap faced by fresh graduates</li> <li>• How to pitch an idea and speak to people</li> <li>• Requires good communication</li> </ul> <p>TEL Review Feedback System</p> <ul style="list-style-type: none"> <li>• Problem with the current system – not structured to analyze the insights that you can obtain from the experience feedback</li> <li>• Create a better feedback system for proper analysis</li> <li>• Working forward to backward</li> <li>• Cannot evaluate because a lot of students – data is qualitative and quantitative</li> <li>• Some of the factors for feedback - quality of content, video quality</li> </ul> <p>Past Year Papers</p> <ul style="list-style-type: none"> <li>• Crucial examination period</li> <li>• Right approach or alternative methods for PYP</li> <li>• Share answers for questions through a forum, request answers from seniors who have completed the modules</li> <li>• Utilize the peer-to-peer experience</li> </ul> <p>Index Swapping</p> <ul style="list-style-type: none"> <li>• Create proper framework or platform</li> <li>• Upload index for swapping</li> <li>• Much more effective and efficient</li> </ul> <p>Student Development – important to candidate</p> <ul style="list-style-type: none"> <li>• How you speak</li> <li>• What kind of conversation can be held</li> <li>• Quality of conversation that you hold</li> <li>• Required skills for the industry</li> <li>• Don't put consistent effort to obtain these skills</li> <li>• Stick to your goals and take the extra mile to do it</li> </ul>		
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	Forget that happiness lies in happiness of others, helping others can bring you happiness too		
4	<p>What's one immediate issue/risk that you foresee with regards to the work in your department?</p> <ul style="list-style-type: none"> <li>• What we find interesting may not be what students find interesting</li> <li>• If students see the value in a project then that's a success</li> <li>• Important to implement the project in a good way</li> <li>• If students don't see what they're achieving out of a project or workshop, they don't really understand it</li> <li>• Content delivered should be concise and clear</li> </ul> <p>What platform do you have in mind for the index swapping?</p> <ul style="list-style-type: none"> <li>• Collects all the students into a specific module</li> <li>• Stores data of what index they are currently in and which one they want to swap to</li> <li>• Matches the suitable 2 students</li> <li>• Takes a large amount of time to develop</li> </ul> <p>Alternatives to develop by the end of the year of service?</p> <ul style="list-style-type: none"> <li>• Application instead of web based</li> <li>• Need to obtain an expert</li> <li>• With a basic prototype in 6 months</li> <li>• Use of google sheets to all the swapped indexes (short term alternative)</li> </ul> <p>As a Vice President (Academics &amp; Welfare), are you only focusing on academics and self-development?</p> <ul style="list-style-type: none"> <li>• Emphasize on self-development</li> <li>• Make sure that students understand what they need</li> <li>• Leadership and analytic skills are most important</li> </ul>	8.08pm	Vice President (Academics & Welfare)

	<p>How will you increase student participation in an event by EEE Club?</p> <ul style="list-style-type: none"> <li>• Loads of emails are sent out to students</li> <li>• Lots of workshops happening at the same time</li> <li>• Need to streamline the mails</li> <li>• Want to create a proper framework to showcase the skills obtained from any workshop and what skills they need to work towards</li> <li>• Easier for students to see and make sure that their calendar is appropriately managed</li> </ul>		
5	<p>EEE Year 2 Student</p> <p>Only been in the school for a year</p> <p>Was able to have the chance to participate in the interactions of the main committee due to previous role as Assistant Honorary General Secretary</p> <p>Seen the various internal changes happening within the club</p> <p>EEE Club becoming more obscure among other student organizations in EEE that provide them a company to work together</p> <p>EEE Club is meant to represent students but its not easy to do</p> <p>Being part of the subcommittee does not provide a sense of belonging to the club</p> <p>Make subcommittees more involved in the planning of the events not just manpower, show them they are a valued part of the team</p> <p>Subcommittee bonding night</p> <p>Involving subcommittee members and bond them through planning for the events</p> <p>Unaware of actual character of the candidate but hope to have convinced the students why he is the right choice not because he's the only choice</p>	8.17pm	Vice President (Events)

6	<p>How to go about involving subcommittee members?</p> <ul style="list-style-type: none"> <li>• Move fast and make a committee that is comfortable for everyone to bond together and have fun together</li> <li>• Subcommittee members to get to know each other</li> <li>• Get involved through the planning of events</li> <li>• If the subcommittee members can't feel for the event, why would EEE students care?</li> </ul> <p>Any changes or improvements from previous events or any other new initiatives?</p> <ul style="list-style-type: none"> <li>• Basic event ideas are already there</li> <li>• Carnival is a good starting point as students can come down during their wait for classes and breaks</li> <li>• Improve games</li> <li>• No teamwork with the games</li> <li>• Solo games aren't as fun as team games</li> </ul>	8.21pm	Vice President (Events) 15 min break before resuming of speeches
7	<p>Manages the publicity and publications team</p> <p>Throughout 3 years in NTU EEE student body has no clear intention on what club does</p> <p>More effective way of communication between school, club and students</p> <p>Many student organizations – serve various purposes</p> <p>Friends responded to question regarding what EEE Club does as EEE Club organizes events and is the bridge for students and the school</p> <p>Friends responded to question regarding what they think of EEE Club that they organize games, EWP and EEE Day</p> <p>Certain events mentioned were not organized by EEE Club but they still thought it was associated by us</p>	8.46pm	Vice President (Communications)



	<p>Worrying point is that students see club as a bridge between the students and school, but they don't approach us</p> <p>New change to the Instagram feed to make it more aesthetic to new Instagram followers</p> <p>Can this approach provide the information to the students?</p> <p>Create posts independently but with a common color scheme</p> <p>No proper follow of content for the Instagram story</p> <p>Not forgetting the Facebook – update for ISG and Enflux was the last event</p> <p>Need to know what the design perspective of the new generation is</p> <p>Effectively communicate information to the students – together with the incoming publicity secretary</p> <p>Not a forcing for feedback but providing the avenue and encouraging the students to provide feedback</p> <p>Telegram Bot for students' feedback – submit suggestions just like a normal messenger chat</p> <p>Work on feedback with publications' secretary</p> <p>Information is scattered everywhere</p> <p>Newsletter for all the student organizations in school – to streamline the information flow from all clubs to the students, overview to all students, newsletter in an email format</p> <p>Aim to activate all subcommittees from every portfolio – they should know about any event before the whole school does</p> <p>Improve the image of EEE Club to the whole school and meet the final goal to create a better relation</p>		
8	<p>Mentioned about what you want to improve or change but is there anything from the past year that you would like to keep?</p>		<p>Vice President (Communications)</p>

	<ul style="list-style-type: none"> <li>• Keep the concept for the Instagram Feed – use minimalistic view</li> <li>• Easier to design posts</li> <li>• Telegram channel is a good platform for spreading information about events – evident increase in signups</li> <li>• Changed email template to make the email perspective and view look good on any device</li> </ul> <p>Structural changes within the communications team?</p> <ul style="list-style-type: none"> <li>• Publicity side will handle the photography and videography so that now the publicity will handle social media, designing posters and photography</li> <li>• The publications side will manage the communication channels for the spread of information</li> </ul> <p>What's your conflict management strategy?</p> <ul style="list-style-type: none"> <li>• Within the communications department, in the aspect of creative design, would not recruit as many subcommittees to work on the designing part – more people more conflict</li> <li>• Easier to deconflict among themselves</li> <li>• Aim to have standard color scheme and palette, so that social media will look and stay consistent</li> <li>• In senior management, the causes of conflict might only be through last minute changes, and to resolve this, implement a standard procedure on the information release timeline and for last minute changes due to a standard format, it will be easier to manage these changes</li> </ul> <p>Not all students interested in the departments will have the necessary skills, how will you manage this?</p>		
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	<ul style="list-style-type: none"> <li>• Need to check with main committee and subcommittee members if they have the required technical skills</li> <li>• In the event that those that are interested do not have the relevant skills, but they have the creative flow and thought in them – will open workshops for them and teach and guide them in the technical software</li> </ul>		
9	<p>Year 4 EEE Student</p> <p>Was involved in EEE before enrolling into the school</p> <p>Taking part in the pre-university activities instilled a sense of belonging in her</p> <p>Took various chances offered by the school for student development</p> <p>School provides many areas for self-growth and development</p> <p>Why do only a handful of people feel this sense of belonging?</p> <p>Many didn't feel like they valued something to pass down to newer generations</p> <p>Slowly own sense of belonging started to decrease too</p> <p>Students are unaware and opportunities are presented with being too many</p> <p>Did not know where to begin</p> <p>As a result, we stopped trying to grow</p> <p>Re-ignite the desire for growth</p> <p>Formally emphasize cohesive operations within EEE Club</p> <p>Improving branding for the club, and knowledge transfer between students and the school</p> <p>Feel a sense of accomplishment growth and attachment to the school</p>	9.03pm	President
10	How do we resolve the problem of people only joining as a subcommittee member for points?	9.09pm	President

	<ul style="list-style-type: none"> <li>• Feels to join subcommittee for a period just for the points</li> <li>• Just go to a place to take points</li> <li>• Scaled down subcommittee - won't take everyone in just for the sake of having people in the subcommittee</li> <li>• If subcommittees have not contributed by the end of it, they will be reevaluated with regards to ECA points</li> <li>• Have fun and have a sense of belonging to a part of the school</li> </ul> <p>What can be done to push more people to be interested in joining the subcommittee? What other benefits will they get?</p> <ul style="list-style-type: none"> <li>• Subcommittee recruitment happens very late</li> <li>• Students are already committed to some other activity or organization</li> <li>• Students don't want to overcommit</li> <li>• Push subcommittee recruitment earlier</li> <li>• Carry out a recruitment earlier, so that students won't overcommit</li> <li>• Management team must work together as a whole to display the reason why the management committee is running for their positions – could inspire future subcommittee members</li> <li>• By helping a friend in the committee or the club, you are helping the school</li> <li>• Emphasize cohesive operations within EEE Club</li> <li>• People need to feel a sense of belonging to the club – then let this sense of belonging be dispersed to other people</li> </ul> <p>What is one immediate risk/issue you have foreseen yourself facing?</p>		
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	<ul style="list-style-type: none"> <li>• May find it a struggle to find a balance between micromanaging and managing the club</li> <li>• Come to a point of being authoritarian due to the goal in mind</li> <li>• Lay expectations down for everyone in the club – agree on a common vision</li> </ul> <p>What are your plans for making the experience a fun experience for the main committee and subcommittee?</p> <ul style="list-style-type: none"> <li>• More bonding activities to enjoy a fun activity and make friends rather than just knowing a person just for working with that person</li> <li>• Safe space to share opinions</li> <li>• Set vision down but have the members of the club fulfil that in the way that they would execute it</li> </ul> <p>What is your conflict management strategy?</p> <ul style="list-style-type: none"> <li>• Everyone in the committee should bring their visions to the first meeting and through this, come up with a common goal and common vision</li> <li>• Everyone’s vision to be aligned</li> <li>• Common goal to be achieved for the entire year of service for the entire committee – elected or non-elected</li> <li>• If everyone has the same common goal, then we can resolve conflicts through this goal</li> </ul>		
11	<p>Year 2 EEE Student</p> <p>During an entrepreneurship programme, was asked a question “What is your business model?” which gave him</p> <p>Financial Assistant for the previous year of service</p> <p>Would like to contribute his past experience to help the club become better and great</p> <p>Chance to work with previous treasurer</p>	9.24pm	Honorary Treasurer

	<p>Work with the main committee of EEE Club last year</p> <p>Stand with everyone</p> <p>Skill set improvements being focused on by the club</p> <p>Year 1s and Year 2s facing problems determining how to improve their skills</p>		
12	<p>What problems are students facing now?</p> <ul style="list-style-type: none"> <li>• Don't know what the importance of certain courses is</li> <li>• Students are confused because a learning path is not present for them to show them how they should pursue what they want to do</li> <li>• Do not have a platform for us to deliver the information to students</li> </ul> <p>What alternatives will help to fund projects in situations of budget cut?</p> <ul style="list-style-type: none"> <li>• Attempt to sell EEE shirt</li> <li>• Ensure school budget can cover the projects</li> </ul> <p>What are the challenges you faced as an assistant treasurer?</p> <ul style="list-style-type: none"> <li>• Need to consistently go to the financial office for the reimbursements</li> <li>• Loss of receipts by the office</li> <li>• Try to ensure a more efficient process for reimbursement</li> </ul> <p>How can you contribute to the club besides as a treasurer?</p> <ul style="list-style-type: none"> <li>• Students need to know presentation skills</li> <li>• Pass down experience obtained from previous activities</li> </ul>	9.30pm	Honorary Treasurer

Minutes done by:

Returning Officer

Saldanha Karen Rachel

4<sup>th</sup> September 2019



# EEE Club

## Election Rally Day 2 Minutes

[5<sup>th</sup> September 2019][7.45pm – 10.21pm][LT23]

### **Candidates present:**

Kan Siew Yin, Debbie

Vincentius Dennis Herell

Sambasivam Suseela Siddesh

Teo Gi Peng, Sandra

Gideon Tan Lie Feng

Tan Fu Long

Nelsen Edbert Winata

Kant Kaw Khin

Amos Ng Kai Yung

Tok Kim Ee

Michelle Andrea Budiarto

Akkara Joe Vipin

Jason Nathaniel

Nicholas Eric Geraldo

Butt Jia En, Racheal

### **Candidates absent:**

## **Timeline**

1. Speech by Human Resource and Inventory Secretary candidate
2. Q & A
3. Speech by Publicity Secretary candidate
4. Q & A
5. Speech by Publications Secretary candidate
6. Q & A
7. Speech by Business Manager candidate
8. Q & A
9. Speech by Academic Secretary candidate
10. Q & A
11. Speech by Special Projects Officer candidate
12. Q & A
13. Speech by Special Projects Officer candidate
14. Q & A
15. Speech by Sports Secretary candidate
16. Q & A
17. Speech by Social Secretary candidate
18. Q & A



#	Detailed description	Start time	Remarks
1	<p>Uphold and manage the inventory of EEE Club</p> <p>Helped previous HRIS and was in the subcommittee for Efinity 2019</p> <p>Desire to keep it properly and do it better</p> <p>Good opportunity to be involved in school and give back to the club and do more</p> <p>Make the inventory of EEE Club better</p>	7.45pm	Human Resource and Inventory Secretary
2	<p>What are your plans in mind for the club room?</p> <ul style="list-style-type: none"> <li>• Refurnish the club room – a more conducive environment such that everyone in the club can enjoy and do things in a more fun and nice way</li> <li>• Getting better furniture for the club room and make the club room a more conducive space so that the chairs can be compacted more properly</li> </ul> <p>What purpose do you have in having these more portable tables and chairs?</p> <ul style="list-style-type: none"> <li>• More activities to be carried out such as bonding</li> <li>• Make use of the club room in other ways other than the use of meetings</li> </ul> <p>How will you involve your subcommittee members?</p> <ul style="list-style-type: none"> <li>• Previously there were many subcommittee members</li> <li>• More scaled down subcommittee</li> <li>• Easier to manage</li> <li>• Have more things for each individual to do</li> </ul>	7.48pm	Human Resource and Inventory Secretary
3	<p>A lot of Instagram accounts inspire me, cool and innovative branding that caught attention and made her stay</p> <p>Bring the social media game to the next level</p> <p>Aim to increase EEE students' involvement with regards to EEE</p> <p>Need to improve our social media reach</p>	7.53pm	Publicity Secretary

	<p>Increase the number of followers on the Instagram page</p> <p>Need to make the content more interesting for students to see</p> <p>More inclined to follow the page if they see their friends or themselves on the page</p> <p>Subcommittee will feel recognized for their effort</p> <p>Capturing interesting moments during events and club meetings</p> <p>Besides social media, regarding poster design, standard fonts and colour templates, streamline the design process</p> <p>Having a checklist of the type of shots to be obtained for the event</p> <p>Had many relevant past experiences with branding as the core and had to go through many situations with conflict</p>		
4	<p>How are you going to link your posters to your IG posts to ensure that no double work is required?</p> <ul style="list-style-type: none"> <li>• Consistent theme</li> <li>• Subcommittee will design the posters and content based on the standard formatting</li> <li>• Subcommittee should focus on poster design and use elements of poster to create a square post for the Instagram page</li> <li>• Details can be posted in the captions</li> <li>• More effective and more pleasing to the eye</li> </ul> <p>How are you going to increase the followers?</p> <ul style="list-style-type: none"> <li>• When people see others that they know on the Instagram stories, they will see their friends or themselves appear on the Instagram page to attract people to participate</li> <li>• Want to utilize the stories' function more</li> <li>• Highlight function for past events and future events</li> </ul>	7.56pm	Publicity Secretary

<p>What's the reason for focusing on Instagram versus other social media platforms?</p> <ul style="list-style-type: none"> <li>• Feel like the students generally use Instagram mostly, most other schools and organizations use their Instagram to brand and market</li> <li>• Facebook is not as commonly used while Twitter is more private content where people are not inclined to follow the Twitter page</li> </ul> <p>Do you have any plans to create a website for EEE Club?</p> <ul style="list-style-type: none"> <li>• Fully utilize all the functions of Instagram first before jumping into creating a website – might not have enough manpower to manage the website whereas Instagram will have more outreach to the students</li> <li>• Benefits of a website: Website will be able to display more content than Instagram, accessible to those without Instagram accounts</li> <li>• For now, Instagram seems like a good option to focus on</li> </ul> <p>How will you make the timeline such that we can incorporate spontaneous information?</p> <ul style="list-style-type: none"> <li>• 3 grid, 6 grid, 9 grid formats will not be suitable for random content that comes in spontaneously</li> <li>• Color palettes and vectors used to design the post – not directly linked but aesthetically pleasing</li> </ul> <p>Do you plan to use the EEE Club Facebook account? How?</p> <ul style="list-style-type: none"> <li>• Repost from Instagram account to Facebook page – more beneficial to sponsors as there are more platforms for them to advertise</li> </ul> <p>Facebook as a long-term solution?</p> <ul style="list-style-type: none"> <li>• Repost content to keep alumni informed</li> </ul>		
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	<ul style="list-style-type: none"> <li>• However, current students who become alumni are unlikely to unfollow the Instagram page even after they graduate</li> <li>• More unlikely to unfollow the Instagram account unless they are not interested in the content</li> <li>• Hence believe that Instagram will still remain a better long-term solution</li> </ul>		
5	<p>How to get the information to EEE students' in an effective way</p> <p>Communications can make or break things</p> <p>EEE has so many people that we have to get our information to</p> <p>We are constantly flooded with a lot of information</p> <p>Some people lose opportunities because of that</p> <p>Want to alleviate these problems</p> <p>Consolidate all the information in a concise and consolidated manner</p> <p>One stop solution for EEE students to conveniently get information for the upcoming programs</p> <p>Want to know upcoming events in EEE from a newsletter</p> <p>Information to be dissipated in a consistent and systematic way</p> <p>Liaising with all 5 EEE student organizations – consistent follow up with these organizations</p> <p>Given the chance to be part of the outreach committee and GL for Efinity</p> <p>Importance of communicating expectations</p> <p>Not everything will go as planned</p> <p>Will do my best to my capabilities</p>	8.08pm	Publications Secretary
6	<p>Currently Telegram channel is posted by all student organizations, super long chunk of messages when each organization sends, how to ensure they don't miss out on the important information?</p>	8.13pm	Publications Secretary

	<ul style="list-style-type: none"> <li>• What's up for the month and pin it to the top of the channel</li> </ul> <p>Newsletter will be sent through the email – if the 5 student organizations do not give the information on time, how to get the information on time?</p> <ul style="list-style-type: none"> <li>• Look for the in charge and try to figure out how to get the information on time</li> </ul> <p>Avenues or only 1 avenue?</p> <ul style="list-style-type: none"> <li>• More than 1 avenue for information release</li> <li>• 1 newsletter, or 1 telegram channel – these are both one stop areas for information</li> <li>• Multiple long texts on the telegram channel = like email – how can this be better integrated with other social media? <ul style="list-style-type: none"> <li>○ Instagram page on highlights for the one stop for information</li> <li>○ Will explore this option</li> </ul> </li> </ul> <p>Focus more on how to get information more effectively to all our students, right now platforms are available – how to ensure that these are effective?</p> <ul style="list-style-type: none"> <li>• Publicize all the one stop solutions for information dissemination</li> <li>• Way for the EEE students to give feedback – google form or polls to find out from students what they feel can be done better</li> <li>• For the newsletter we can change a name and give it something to attract people</li> </ul> <p>How often will the newsletter be posted for the masses?</p> <ul style="list-style-type: none"> <li>• Frequency of the newsletter – 3 times during the semester</li> <li>• Pre-empt, preempt and post review, post review</li> </ul>		
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	<p>Not much communication from students to EEE club or to the school? How to make it beneficial to them to give us feedback?</p> <ul style="list-style-type: none"> <li>• More willing to provide feedback if they have a chance to win something</li> </ul> <p>How to work better with the other members of the club to get feedback from students?</p> <ul style="list-style-type: none"> <li>• Funding to get incentive for feedback</li> <li>• During the events can get a feedback from them</li> </ul>		
7	<p>Pick up the courage to run for the role</p> <p>Releasing a new project for releasing EEE related apparel</p> <p>Sponsors that will provide items that will bring more convenience to them in their daily life</p> <p>Not targeted enough to the students</p> <p>Providing reusable straws and cutleries</p> <p>Improve the queuing systems for the exam welfare pack</p> <p>Taken inspiration from HDL</p> <p>Additional freebies by following Instagram page of sponsors</p> <p>More interaction between EEE club members and EEE student population</p> <p>EEE related apparel</p> <p>Develop a safe environment for the team to express their ideas, get inspiration and bounce off one another ideas</p> <p>Heavily involved in many leadership positions in JC</p>	8.24pm	Business Manager
8	<p>Regarding EWP that the business manager will be handling, will the stations for the redemption be along the queue or on the end of the queue? What plans do you have for the additional sponsors redemption?</p> <ul style="list-style-type: none"> <li>• Different groups and assign group numbers to specific groups – call groups by groups</li> <li>• Bring the booths to the students – instead of bulky stationary booths, come up with small</li> </ul>		Business Manager 15 min break before resuming of speeches

	<p>redeemable gifts for booths that are non-stationary</p> <p>How will the groups be called back into the queue?</p> <ul style="list-style-type: none"> <li>• Indicate waiting time for each group and have a physical booth where we can mention which groups are collecting and up next</li> <li>• Create or use existing groups to inform students which group should be collecting their additional gifts</li> </ul> <p>Do you foresee any issues you might face with business projects? How sustainable do you think these will be?</p> <ul style="list-style-type: none"> <li>• Push the idea of apparel to a more standalone brand</li> <li>• Different designs and themes which students can work on</li> <li>• Subcommittee can express their ideas</li> <li>• Always a challenge to find a supplier that's cheap and provides good quality</li> </ul> <p>What about other events that will be happening during the academic year? Will the sponsorship also be managed?</p> <ul style="list-style-type: none"> <li>• Work on the relations with others</li> </ul>		
9	<p>-share experience in EEE- Garage was more technical experience related EEE Club was where they found out the information that he was looking out for while being in the academics' subcommittee</p> <p>Goal for Academics: Need a proper guidance in academic curriculum and related technical and soft skills</p> <p>Trying to create a learning environment where students can have support for their student life to study well and effectively</p>	9.00pm	Academic Secretary

<p>Need to coordinate with other EEE organizations that coordinate academic guidance</p> <p>Some obstacles in working with these clubs – they have their own timeline and schedule</p> <p>May run similar workshops or different workshops happening on the same day</p> <p>Coordinate with the other school organizations to coordinate the workshops between the 3 clubs</p> <p>To have a better learning environment:</p> <p>Career specialization or talks and PYP solutions will be improved</p> <p>PYP:</p> <p>Creators should not only give solutions should give tips or tricks to handle the types of problems</p> <p>Not many students know of PYP solutions at iHub – one of the obstacles trying to handle</p> <p>EEE Club will do make the students aware of what is being run</p> <p>Blog to give tips and tricks on the website – forum where students can discuss questions on PYP solutions there</p> <p>Not much involvement for EEE and IEM students</p> <p>Career Talks/Specialization Program:</p> <p>Most likely run in 2nd semester – which will contain all seniors and alumni to give talk about their current studies or career and what should students do if they don't know what to specialize in</p> <p>Hope that y1 and y2 students can understand the meaning of specialization in EEE</p> <p>While y3 and y4 students can understand what their career path can be</p> <p>Many obstacles to be faced when trying to execute this program – lack of awareness from students</p> <p>To solve the problem EEE club students should help to spread the news to all students</p>		
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10	<p>Another online platform as an alternative for the forum?</p> <ul style="list-style-type: none"> <li>• WhatsApp or Telegram is not suitable for the sharing or the discussions between students</li> <li>• Provide rewards for the forum</li> </ul> <p>Forum management –academics or joint effort with communications?</p> <ul style="list-style-type: none"> <li>• The forum/blog will be under academics – once a proper system in place then the communications team can be brought in</li> </ul> <p>Should include tips and tricks instead of plain answers – how can you incentivize them to put these in?</p> <ul style="list-style-type: none"> <li>• PYP answers are not readable by the students</li> <li>• Answer the questions based on a template for them to follow the template</li> <li>• In the template the tips and tricks can also be added into the template</li> </ul> <p>What makes you the perfect candidate to answer the questions regarding FYP and Internships since you're only in year 2?</p> <ul style="list-style-type: none"> <li>• Been exposed to a lot of academic activities in EEE, to get internships and FYP projects, you need to build connections</li> <li>• Believe that those looking for internships like the opportunity to search for internships because there are too many opportunities are provided in emails</li> <li>• Don't want to know about certain extra projects – a lot of details are made available on the website</li> </ul> <p>How will you manage your time between all the other commitments that you have?</p> <ul style="list-style-type: none"> <li>• Passion to help others with academics</li> <li>• Understand what opportunities are already being provided by other committees</li> </ul>		Academic Secretary
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	<p>Priority in committees?</p> <ul style="list-style-type: none"> <li>• Garage does not require as much commitment</li> <li>• MLDA will take up more time as it's starting out on a main committee</li> <li>• Priority: MLDA -&gt; EEE Club -&gt; Garage</li> </ul>		
11	<p>A lot of requirement for management during even technical projects</p> <p>It's a problem that I was trying to solve for a long time</p> <p>You need structure when you're trying to grow a project or idea</p> <p>You never constraint a person's ideas</p> <p>eTracks project (previously running) – small extra skills required and how to integrate this into an already underlying structure</p> <p>Want to make the skills more documented – to show the mapping on how the skills they are being told about will help them reach their desired outcome</p> <p>Hands on experience previously will help in executing this project</p> <p>Want students to go through and experience the leadership aspects through these projects</p> <p>Basic roles required:</p> <p>Examining the problems involved</p> <p>Don't know which problems have already been solved or need to be solved</p> <p>As the industry changes, the problems may not be known to students but instead from alumni</p> <p>Would like to obtain such information</p> <p>Finding talent, ensuring timeline and structure</p>	9.34pm	Special Projects Officer – Joe Position has 2 seats available
12	<p>How do you plan to manage all the projects when it grows in scale?</p> <ul style="list-style-type: none"> <li>• When the projects grows, divide it into smaller parts and structures</li> </ul> <p>What is your role in relation to student development?</p>	9.43pm	Special Projects Officer - Joe Position has 2 seats available

	<ul style="list-style-type: none"> <li>• Working towards the long-term goals</li> <li>• Adding career, feedback and learning approaches</li> <li>• Certain technical structures that have to be changed to enrich the learning of students</li> </ul> <p>What is the timeline for the eTracks project?</p> <ul style="list-style-type: none"> <li>• Obtain feedback with the prototype</li> </ul> <p>How can the eTracks project work with the school's skillsets project?</p> <ul style="list-style-type: none"> <li>• How will it be easily accessible to students?</li> <li>• The application will make it easier to reach to the students</li> <li>• eTracks can be added on to with adding in other skills details as well</li> </ul> <p>Any smaller projects that will be carried out in the academic year other than the long-term eTracks project?</p> <ul style="list-style-type: none"> <li>• Curiosity project – How to build curiosity within students on their courses?</li> <li>• Add application slides as part of lectures or application explanations as part of the EEE curriculum</li> </ul>		
13	<p>Participated in orientation camp ENTIO</p> <p>Never been in a position like that of a special projects officer</p> <p>Platform to develop leadership and management skills</p> <p>Last year's events were good</p> <p>To add more games that involve technical aspects into the carnivals</p>	9.50pm	Special Projects Officer - Jason Position has 2 seats available
14	<p>Why do you think you are fit for this position?</p> <ul style="list-style-type: none"> <li>• Keen learner and like to learn new things – that's why running for these positions</li> </ul> <p>How are you going to go about adding more games involving tech?</p> <ul style="list-style-type: none"> <li>• Collaborating with other clubs present in EEE</li> </ul>	9.53pm	Special Projects Officer - Jason Position has 2 seats available

	<ul style="list-style-type: none"> <li>• Creating bonds with other organizations</li> </ul> <p>What instrument did you play and how do you think what you have learnt through your experience learning this instrument can be applied to the club?</p> <ul style="list-style-type: none"> <li>• From experience of learning the electric guitar yourself, being a leader is also a difficult task, need to build charisma to make the people under him</li> </ul> <p>How would introducing games with more technical aspects?</p> <ul style="list-style-type: none"> <li>• By exposing them to the cool aspects of seeing the technical aspects in games</li> <li>• Spark some interest in them with relation to EEE things</li> </ul> <p>Only one major event that was mentioned, other than Enflux what else are you willing to implement?</p> <ul style="list-style-type: none"> <li>• More to the bonding of EEE and IEM students</li> <li>• Reviving night cycling</li> <li>• Students at times are discouraged from being present in school due to the curriculum structure</li> </ul>		
15	<p>Why are empty seats are more prominent than filled seats?</p> <p>Join the EEE Club committee – find out the reason why people do not have a sense of belonging to EEE and the club and its events</p> <p>Goals as a sports secretary:</p> <p>Fix the internal problem among the subcommittee of the club</p> <p>3~5 subcommittee members</p> <p>Fewer members will have more things to do and feel more sense of accomplishment from having completed certain objectives as part of the subcommittee</p> <p>Not the best but different from the rest</p>		Sports Secretary

16	<p>How are you different from the rest?</p> <ul style="list-style-type: none"> <li>• Different from the impression that would be formed during a first impression</li> <li>• Everyone has different personalities</li> <li>• If he was like the rest, he wouldn't have been here running for the club</li> <li>• Want to propose changes to the club</li> </ul> <p>Any program in mind for bonding?</p> <ul style="list-style-type: none"> <li>• Subcommittee bonding day</li> <li>• Orientation camp for the subcommittee</li> <li>• Play teamwork games for bonding and getting to know each other better</li> <li>• Subcommittee can be more bonded through this aspect</li> </ul>		Sports Secretary
17	<p>As an engineer, studying is top priority.  University life is so much more than just studies, its also about making connections  It is important to know a lot of people in the community  These challenges are the reason why I want to run for this position  Provide a platform to release stress  Organizing a beach day – 1 day event that can be held during the recess week  All students divided into separate groups  Groups with highest scores will be able to obtain prizes  Randomize groups of students for beach day  Could make events better fit to the students' desires and needs  Students will be more enthusiastic during these events  Leadership is a passion  Had the chance to experience various roles in high school  Most important trait required is the dedication to serve others</p>		Social Secretary

	I believe I have that trait Make EEE club a better platform for you and for me		
18	<p>How are you going to ensure that EEE students will be interested in this programme so that the budget can be well utilized?</p> <ul style="list-style-type: none"> <li>• GLs of TOPs to spread the news about the events to their group members</li> <li>• Spread the events through publicity</li> </ul> <p>How sure are you that students will come down during their break week?</p> <ul style="list-style-type: none"> <li>• Take a break from school</li> <li>• You can meet new people but also have fun</li> <li>• Beach is one of the destinations to go to during your break</li> <li>• A different experience than just having a break by yourself</li> <li>• Main incentive to join these events – to make broader connections</li> <li>• Make new friends from different years</li> <li>• Gain different perspectives from people in different years</li> </ul>		Social Secretary

Minutes done by:

Returning Officer

Saldanha Karen Rachel

5<sup>th</sup> September 2019