

Carleton University FIRST Alumni & Mentoring Association

Meeting of the Executive

Date: January 2nd, 2019

Time: 6:00PM

Location: Teleconference (via Google Hangouts)

Participants: Anthony Caliciuri (President), Bradley Reid (Vice President - Internal), Mackenzie Willis (Executive-at-Large), Sayfullah Eid (FRC Kickoff Director), Sai Vikranth Desu (Vice President - Finance)

Absent: Alex Churcher (Vice President - External), Priya Tailor (FLL/FLL Jr. Director)

- 1. Call Meeting to Order**
- 2. Approval of Previous Meeting's Minutes**
- 3. Approval of Meeting Agenda**
- 4. Presentations from Members**
- 5. Items for Discussion**
 - a. From Last Meeting**
 - i.
 - b. New Business**
 - i. Financial Update**
 - E-transfers
 - a. Meeting will be scheduled around Sai's co-op schedule
 - ii. FRC Mentoring & Team Support**
 - No updates.
 - iii. 2019 Ottawa FRC Kickoff**
 - Schedule
 - a. Similar to last year and posted on the website
 - b. Executives will arrive for 8:00am
 - CU FIRST/FIRST Canada Table
 - a. Will use same setup for other events can be set up before event
 - Carleton FED Table/Presentation
 - a. Have a time slot and space for them scheduled, at this point they may not arrive
 - Opening Ceremonies
 - a. Anthony has power point, parking, overview of the day
 - b. ACTION: Anthony will be MC, the rest of us will be support
 - Trivia/Icebreakers

- a. Anthony has a kahoot quiz for the trivia
 - b. Anthony will have other icebreakers available
 - Food & Drinks
 - a. Sayf has the drinks
 - b. Alex will order the pizza
 - c. Anthony has the gloves
 - d. ACTION: Bradley will get more plates
 - Tables
 - a. Tables for food distribution will be on Atrium level
 - b. Will need 6 tables in total
 - Parking
 - a. Alex will purchase the parking passes
 - b. ACTION: Bradley will stand at the parking lot entrance to hand out parking passes
 - c. ACTION: Sayf will send out email to confirm details for people parking
 - Printing/Signage
 - a. Make bright signs to let people know they need a parking pass
 - b. Have generic signs to direct people
 - c. ACTION: Anthony will do a walkthrough to check for all the signs we need
 - Guest WiFi Access
 - a. Alex has the information needed in order for people to get WiFi
 - Breakout Room Assignments
 - a. We have enough rooms for all teams to have a breakout, we will need to split up RoboRavens or Merge in order to maintain fire code
 - Surrogate Kit of Parts Pickup/Van Rental
 - a. Missing confirmation from Earl of March
 - b. We need a copy of the letter in order to pick up the kits
 - c. Van may or may not be rented
- iv. **FIRST Ottawa Community Event**
- See last meeting for summary, TL;DR: held near end of build season, hold a mock robot inspection, socialize with other teams
 - No suitable venue has been found to hold this event, Anthony and Sai will not be able to be there.
 - Removing the robot component seems unlikely, since it's during build season and teams want to focus on their

robots.

- ACTION: Quorum has been lost, this must be postponed until the next meeting.

6. Adjournment

Previous Meeting's Minutes:

https://docs.google.com/document/d/1kJlhNdI7_pE6vk_Gb0qyB_NNV0_RWtJzObGa6forYk/edit