The ExCESS Council 2004 – 2005

End of Year Report

A guide to running the ExCESS Council

March 2005

Table of Contents:

THE ELECTRICAL, COMPUTER, AND SOFTWARE ENGINEERING STUDENT SOCIETY (EXCESS)
LORNE M. TROTTIER BUILDING
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Prepared by

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With contributions from all Council Members

Introduction:

What a year! This year, the ExCESS Council went above and beyond anything it had ever done before. In addition to our traditional events (Blues Pubs, ExCESS Annual Banquet, Used Book Sales, Academic Lectures, U1 BBQ, Feed the FEE and Open House), we sent a delegation to CUTC. The McGill delegation won first place in the business plan competition. We also partnered up with Microsoft Canada to provide academic lectures. We partnered up with MECC and organized the first ExCESS/MECC Career Paths Panel Discussion, where we invited representatives from Hydro Quebec, Oracle, Nortel, Teradyne, and Electronic Arts to discuss how they got to where they are now.

This year, we presented a slideshow about ExCESS to the incoming students. We also sent them a "What is ExCESS" brochure by mail with their Welcome to McGill packages. We brought the ECSE Issues Committee on line, and began constructive dialogue between the students and the Department. We purchased a new foosball table to provide entertainment to our students in between classes or after a long day. We organized the first ExCESS Foosball Tournament, which was a great success. The ExCESS Council was given the responsibility by building administrator to manage the 5th floor study rooms in the Trottier building. We threw an out of this world banquet filled with great food, wine, awards, prizes, games, and dancing.

I urge you to keep reading as you will see that this year's ExCESS Council went above and beyond what had been done in the past. We raised the bar high! Please note that this is the first time that all Council Members have provided a closing report. That's a 100% return rate! (As opposed to a 31% rate last year!)

I have to say that it was an honor and a privilege to have represented the 850 ECSE Students as their President. It was not an easy task. It was an undertaking full of surprises, last minutes requests, and a lot of damage control. Without my amazing team of executives, no work would have been done. The representatives played a key role as well. Without their help, we would not have had the manpower necessary to run our events.

Council Members

President:	Luay El-Ghafari
Vice President External:	Mustansir Mukdam
Vice President Internal:	Shilpa Mandhan
Vice President Finance:	Renator Rispoli
Vice President Academic:	Hiba Yamani
Vice President Administration:	Cathy Axais
U1 Electrical Representative:	Punit Aggarwal
U1 Computer Representative:	Alberto Mann
U1 Software Representative:	Peter Ochodo
U2 Electrical Representative:	William Denman
U2 Computer Representative:	Marc Tomkinson
U2 Software Representative:	Kevin Wong
U3 Electrical Representative:	Indra Ghoshal
U3 Computer Representative:	Roy Arsan
U3 Software Representative:	Shiv Bijlani
U4 ECSE Representative:	Amit Bhogal

Traditional Events Held, but with many improvements

U1 Barbecue

Every year, the ExCESS council strikes a deal with the Open Air Pub management for its U1 BBQ. One drink ticket and one food ticket is provided to the incoming U1 class during their orientation before the starting of the school year. The tickets are designed differently from those used at OAP in order to make sure that they are only used on one day. Drink tickets are exchangeable for 1 beer or 2 sodas. Food tickets are exchangeable for 1 hamburger or 2 hot dogs.

This event is quite successful when properly advertised.

This was a great opportunity for the new students to come out and make new friends.

Used Book Sales

At the beginning of both semesters we held a used book sale where students could bring in their old books to us and we would try to sell them. Students could choose their selling price and ExCESS would mark up

the price by 10% to keep as our profit. This year we decided to go electronic and we make a database to store the Seller information and books sold, etc.

When selling the books, 2 people are required: one to watch over the books, and one to conduct the sales. Students have grabby hands, and theft must be avoided at all costs.

This year, the Fall Book Sale brought in 350$ in profits. The Winter Book Sale brought in 250$ in profits.

Academic Lectures – Revamped

Every year, the ExCESS Council holds academic lectures about topics that are of interest to the student population. ExCESS usually provides refreshments. Soda can be signed out from the EUS. In the past, we have provided chips, timbits and/or veggies and dip.

This year, Professor Rose gave a talk on Automatic Speech Recognition.

"Continuing advances in the field of automatic speech recognition (ASR) have lead to new mechanisms for human-machine interaction and new means for the interpretation and understanding of multimedia information. ASR is the core technology that underlies systems for human-machine dialog, automatic dictation, transcription of multimedia broadcasts, and human-computer interfaces on a growing array of mobile devices.

This seminar introduced these applications. It attempted to summarize the state of the art in ASR and compare performance of these automatic systems with human performance on similar tasks. Finally, formalisms that underlie existing ASR technology were discussed. In addition, Prof. Rose discussed how these methods relate to human speech production and speech perception."

Blues Pub (3)

ExCESS ran *three* Blues Pubs during the course of this academic year. First, Halloween Blues Pub, which was a great success, generated approximately $300. Nachos, Salsa, and Samosas were served, approximately 30 cases of beer were sold and all committee members dressed up in their favorite costumes. A prize was given out for the best costume being worn by Blues Pub patrons.

During E-Week, ExCESS held a Blues Pub on the Wednesday evening. Although business is usually slow during the middle of the week, ExCESS managed to make $100 in profit which it ultimately donated to Tsunami relief efforts. Nachos and salsa were offered.

Lastly, ExCESS ran a Blues Pub during the month of February that managed to make $250 in profits. The menu this time was composed of Samosas exclusively. Unfortunately, they were delivered late which affected total sales.

E-Week

Every year, ExCESS participated in the Engineering Week festivities. This year, we were more controversial than any other year when we decided to boycott the "Anything but a Bikini Fashion show". As a council, we believed that common decency and respect should be upheld and not potentially trampled upon by such degrading and offensive activities.

We participated in many of the other activities and specifically the movie making competition. During the Christmas Break, we filmed and edited the ExCESS E-Week Movie. We are very proud of what we accomplished. The hard work paid off in the end.

Feed the FEE

This event was started last year. U1 students were invited for some free timbits and pop to congratulate/console them after finishing their first Fundamentals midterm (both Fall and Winter semesters). This is also another reason to get people to come to the lounge and see what ExCESS is about. Approximately 75% of the class showed up for both events.

The soda is can be obtained from the EUS and the timbits should be ordered a few days ahead of time. (300 timbits for 45$ should be enough)

EXCESS Annual Banquet

The 2005 ExCESS Banquet is being held in the lavish Caf' Conc' Banquet Hall at the Marriott Chateau Champlain. This sight was originally chosen for last year's banquet, but due to a labour strike, the venue changed location at the last minute. To make up for the inconvenience, the Marriott offered a discount if ExCESS decided to host the banquet in their hall again this year. The combination of the discount and generous sponsorship from Teradyne and Nortel resulted in a $3,000 subsidy for the 2005 banquet. The savings allowed the organizers to offer more value to their guests while maintaining a ticket price of $35 for all ECSE students. The night features a cocktail, live jazz, 4-course meal, wine, fantastic prizes (including an iPod mini!), awards, games, a free drink coupon, $5 drinks for the duration of the night, and featuring music from DJ Krave.

Open House – Revamped

After dwindling application numbers to the ECSE department, the ExCESS Council decided to help. I was this years ECE Rep to the Open House Committee. I worked closely with the Faculty and with the Department in order to prepare a great Open house with amazing lab demonstrations.

This year, I decided to revamp the information paper that is given to students at the booth. The VP Academic re-wrote this "ECSE FAQ" and I, along with Helene Mayer, from the ECE department, turned it into a colorful and comprehensive brochure.

The problem with last year's open house was that the lab demos were long and overly complicated for the target audience. This is why this year, I decided on the lab demonstrations that were to be performed and on the way the tours were organized. I picked the ECII, Mixed signal, Photonics and Microprocessors labs to perform the demonstrations. I limited the grad students to no more than 7 minutes per presentation and informed them that the target audience was CEGEP and High School students. I told them to avoid big engineering words and to "dumb down" the experiments. In addition to the 4 lab demos, each tour also stopped off at TROT 0100 for a smart classroom demonstration given by Professor Kirk. Professor Kirk demonstrated how he uses a tablet PC and class recordings to enhance the learning process.

In addition to providing tours, we also updated our ECE backdrop with relevant course and curriculum information (provided in both official languages). We also included pictures from student activities and events.

This year, we took the initiative to offer French guided tours. This was a huge success. We were proud of this and hope that this initiative is taken by all other departments in the future.

At the end of the lab tours, potential students and portents were asked to complete a survey on the tours. They answered questions on quality of the tour, demos, class demo, and information board. I am very glad to say that we scored no less than 4 out of 5 in all categories.

New Events Held

ExCESS is always on the lookout for new possibilities for events. We understand and appreciate the diversity of our students and recognize the need for different activities.

Canadian Undergraduate Technology Conference (CUTC)

This year, I was approached by the CUTC organizing committee regarding the conference. It seems quite interesting enough to send a McGill Delegation. I had 1 month to collect the necessary funds and iron out the logistics. I was able to collect 2250$ and send a 4 member delegation. The McGill team won first place in the "Let's Do Business" competition.

Refer to appendix E for a detailed report.

MECC/ExCESS Career Paths Panel

Over the summer, the VP External met frequently with Eleanor McNaughton - at the MECC - to try and organize an event targeting the ECSE students. After a couple of brainstorming sessions, they decided to hold an academic lecture based on various career moves graduating students could potentially make.

The ideal time to hold this lecture was during the Tech Fair when students were involved in job hunting and applications. It was decided that the lecture would be a career panel, an informal discussion between the experienced lecturers and the students. We had guest speakers from the following companies – EA Sports, Hydro Quebec, Teradyne, Oracle, Nortel, and Motorola.

The lecturers were well informed and impressive. Each took about 15 minutes to describe what their day to day duties at the job involved, and how they decided to do what they do at their jobs. The lecture ended with pizzas and sodas – courtesy MECC – and an opportunity for one on one conversation with the lecturers.

Microsoft Academic Lectures

This year, the ExCESS Council partnered with Microsoft Canada to provide informative talks that are of interest to ECSE student. The lectures were:

"**January 12, 2005: Web Development for your career using ASP.NET by Anthony Vranic**
This two hour training session will focus on web development and the new features in Whidbey, the next version of Visual Studio. All attendees will be provided with full access to the examples and slides used for

this presentation. At this event, you will also have an opportunity to learn about job opportunities in the industry and at Microsoft. Bring copies of your resume to drop off."

"**November 18, 2004: Mobile Development with .NET: How to program for those cool Pocket PC and SmartPhones devices by Guy Barrette**
This session explored the fundamentals of the Microsoft mobile platform and the .NET Compact Framework. After a brief introduction to the platform, the development of managed .NET applications using C# or Visual Basic .NET using Visual Studio 2003 was shown."

"**November 1, 2004: Microsoft/ExCESS Presentation on Game Development by Anthony Vranic, Microsoft Academic Developer Specialist**
This was the first joint Microsoft-ExCESS Academic lecture. The focus was on game development basics using C# and Managed DirectX to build a 3D game."

"**March 2, 2005: Want to know where technology will be heading over the next few years by Shawn Chance**
Over the past years, society has seen a dramatic increase in the number of electronic devices available to consumers. Some say that Technology makes information more accessible, allows ordinary people to do extraordinary things and simplifies people's lives, or does it? Whether you are a programmer, engineer or an aspiring technological entrepreneur, Microsoft invites you to join Shawn Chance aka "The Gadget Man," Wednesday, March 2nd 5:30pm in the Macdonald-Harrington Building Room G-10. This 1 hour session will focus on Tablet PCs, GPS, SPOT watches, Media Center PCs and Web Services among other "gadgets".
You will also get a head's up as to what are the upcoming trends in technology, what technologies have worked and which haven't. Learn about some of the newest technological innovations, see some of the newest gadgets available on the market today, and get a better idea of where technology is heading over the next few years."

Foosball Tournament

This year, the ExCESS council rang in the New Year with a new Garlando foosball table. ECSE students were ecstatic and would not leave the office even when we had to lock up. The table was huge hit!

We organized the first by-semester Foosball Tournament and had 16 teams compete for a first prize of 80$ and Microsoft Visual Studio software. Second prize was 40$ and third prize was 20$.

ExCESS Traditional Committees and Initiatives

ECSE Departmental Committee

As President, I was considered a member of the department and was invited to attend the monthly departmental meetings. These meetings dealt with departmental issues such as open house, accreditation, Trottier, etc.

ECSE Equipment Committee

As President, I was invited to attend the ECSE Equipment meeting to discuss how money was to be spent on equipment. I was invited because of the EFC (see following). The EFC fund is used by the department to purchase new equipment. These purchases must be approved by student representatives (EUS and ExCESS)

ECSE Curriculum Committee

The committee discusses the issues related to curriculum that professors were concerned with. Occasionally a student's opinion of the issues being discussed is needed. Major issues that were discussed this year were accreditation and curriculum reform.

Equipment Fund Committee (EFC)

The EFC Committee is in charge of deciding how 50,000$ of student fees are spent. These fees are used for equipment and computers. The ExCESS council along with the Departmental Rep (Fabrice Labeau) come up with a proposal and get it approved by the EFC committee. This is a great opportunity for the ExCESS council, who is familiar with student needs, to exercise some power over the equipment purchases.

This year, a new server was purchases for the ECE computing facilities. Two power stations were also purchased for Power Lab and software upgrades were implemented in the Robotics Lab.

Engineering Student's Academic Committee (ESAC)

Engineering Student Academic Committee – Getting VP Academics from all engineering departments to discuss the issues of the students is a great idea. It is an excellent way to keep them updated about the issues in other departments and a link that allows the issues concerning more than one department to be brought up to faculty level if they are not resolved. It is also a great source of suggestions and advice.

Livewire Mass Emails – Revamped

The traditional paper Livewires have been replaced by electronic versions. The livewires are monthly publications that are sent out to the ECSE student body via mass email through the departmental secretary. They contain information on upcoming events, services, and any other information that is of importance. The feedback we have received has been positive. We believe that this is the most efficient means of communication with the student body as a whole.

The mass emails can be sent out by the undergrad secretary (undergrad@ece.mcgill.ca).

ExCESS New Committees and Initiatives

Orientation Presentation

This year, I asked the department if I could give a small presentation to the incoming students during the annual orientation session held during Discover McGill. I gave a small 10 minute talk about the activities and services offered by ExCESS. Following the talk, tickets for the U1 BBQ were handed out at the office, giving the new students a chance to check out were we work.

Welcome to ExCESS Brochure

During the summer, I prepared a brochure that was sent to the newly admitted students with their welcome to McGill packages. The brochure had information about our events and services. It also had an advertisement for the U1 representative positions. I knew that this was a success when I was approached by several students on campus that recognized me from the picture.

Refer to Appendix L for the brochure layout.

ECSE Issues Committee

After Bruce Shore's email to the department regarding the number of ECSE students that were visiting mental health services, ExCESS decided to create the ECSE Issues Committee. This committee is comprised of 4 undergrad students, 2 grad students, the departmental chair and 3 professors.

The goal of this committee is to review student issues and look at possible solutions.

Trottier 5th Floor Study Rooms

With the move to Trottier, a new duty was added to the VP Admin mandate, and that is the 5th floor study rooms. The 4 smaller study rooms on the 5th floor are now the responsibility of the ExCESS Council. The VP Admin needs to prepare a schedule for each of the 4 rooms, so that students may reserve them for group projects. Problems and complaints regarding the rooms go to the VP admin, who then has to resolve them.

The rules for the use of the study rooms are:
1. Maximum 2 hour time slots
2. Minimum 5 people to reserve a full room

Bulletin Boards

When the ExCESS council moved to Trottier, we brought with us our bulletin boards. We have developed a set of guidelines for their use. Posters must be stamped by ExCESS and can only pertain to student specific needs and issues (from the University, the Faculty, the Department, MECC, EUS, ExCESS, other

departmental societies). They provide an efficient means for communication between the Council and the student body.

Graduating Class Mosaic

This year, the ExCESS council decided to rekindle a decade old tradition that had faded away with time. The Graduating class mosaic had been purchased by the department in previous years and put on display in the hallways of the McConnell Building. For almost a decade, the department has forgotten about this tradition. This year, the ExCESS council purchased the Graduating Class mosaic for the first graduating class from the Trottier Building. The mosaic is displayed on the first floor of the building.

Website (http://www.ece.mcgill.ca/~excess)

This year, I insisted on revamping the outdated and poorly designed website. By October, the new and improved website was online and positive feedback began to pour in.

I, along with Shiv Bijlani, the U3 Software Engineering Representative took it upon ourselves to revamp the website and did a good job if I may say so. We completely scrapped the old website and began from scratch.

We included several sections such as: announcements, links, Council (Execs, Reps, By-laws, Duties), Sponsorship, and Academic Lecture recourses.

Sponsorship

This year, we conducted 2 rounds of sponsorship drives: one in early summer and the other one a few months later. We were not very successful with the sponsorship drives as many of the companies refused to sponsor ExCESS due to budgetary concerns. In addition, we conducted an extensive email campaign.

In early September, I was contacted by the Nortel Representative to McGill and sent him the Sponsorship package. A few months later, I received an email from College Relations informing me that Nortel would sponsor us for 1000$ (Silver Banquet Package). We also received 1000$ (Silver Banquet Package) from Teradyne.

Refer to Appendix K for the Sponsorship Package.

We also conducted a sponsorship drive during the Tech Fair by handing out sponsorship packages on mini compact discs.

We also received 1250$ from the Faculty of Engineering, 500$ from the ECSE Department and 500$ from the Principal's Office for the McGill CUTC delegation. These funds were enough to send a 4 member delegation (registration, accommodations, transport, food).

I strongly suggest that sponsorship for CUTC start in the summer months, or even included with the general ExCESS Sponsorship package.

Finances

Refer to Appendix N for the ExCESS Council Budget.

Refer to Appendix O for the ExCESS Council list of expenditures.

Refer to Appendix P for the ExCESS Council list of revenues.

Refer to Appendix Q for the ExCESS Council account balance.

Relations with the ECSE Department

Throughout the year, ExCESS has maintained friendly relations with both the Department and Faculty. As President, I am a member of the Departmental Staff and have voting right at the departmental meetings. I also sit on various committees (Curriculum, Space Planning, and Equipment).

I have met with Professor Lowther on several occasions to discuss topics such as student life and the new Trottier building. The partnership that exists between ExCESS and the Department is that of mutual respect and cooperation.

I have also made contact with Helene Mayer, from the ECE office. She is now the marketing and communications specialist for the ECE department. I worked with her closely on the Open House. She provided us with brochures and help for the Open House.

I have also established good relations with the Undergrad office in the Trottier building. Connie Rossi, the Undergraduate Secretary, and Prema Menon, the ECE Student Advisor, have been very helpful and cooperative with ExCESS. They have provided us with a mail box in TROT 2060 and have taken the key distribution responsibility off our hands.

Acknowledgments

This year would not have been so successful without the help and support of many people and organizations.

First of all, I would like to thank Nortel Networks and Teradyne Inc for their generous sponsorship of the ExCESS Annual Banquet.

I would also like to thank the ECSE Department, the Faculty of Engineering, and the Principal's Office for their support of the McGill CUTC delegation.

Special thanks go out to Dianne Fergusson for her continued support and guiding hand.

And finally, I would like to thank all the ExCESS Council Members for their hard work.

Luay El-Ghafari, President, ExCESS Council 2004-2005

Appendix A: Executive End of Year Reports

Vice President External – Mustansir Mukadam

The office of vice president External involved overseeing the sponsorship drive and maintaining ties with other student bodies and organizations, both in and outside of McGill.

The sponsorship drive was conducted in early June. Companies related to the field of electrical, computer, and software engineering were contacted and sponsorship packages were sent out to the respective heads of their HR and PR departments. This year ExCESS took the drive one step further by personally handing out sponsorship packages on CDs to campus recruiters from various companies at the Tech Fair in September.

By mid October ExCESS had heard from both Teradyne Inc. and Nortel Networks who were willing to sponsor our organization under the silver sponsorship package. The sponsorship amounts were $1000 and $1000 respectively.

As per the terms of the sponsorship package, the company names were engraved on plaques which are on display at the ExCESS office. Further, the company names and logos have been printed on advertising material for the ExCESS banquet.

Another aspect of my mandate, which has recently been added, is the Canadian Undergraduate Technology Conference. This year, the President took care of this responsibility, but in the future, this task will fall upon the EVP External. This three day event held in Toronto brought undergraduate students in the fields of ECSE and CS from all universities across Canada. The event comprised of various seminars from distinguished people from industry and the field of educations, workshops, group discussions and informal meetings with other students sharing similar interests. On the whole the conference was a learning experience for us representatives and will prove to be of immense value to us in our future endeavors.

The Livewire, which is the ExCESS newsletter published every semester is a great means to send the message across to the students in our department. The written word holds more value than the spoken and by publicizing our events via the newsletter we were able to gather a larger turnout in our departmental events.

I was also the key student representative for the ECSE Issues Committee, which was setup in this academic year to deal with important issues among all ECSE students-academic or otherwise. The committee comprises of 4 professors, 4 undergraduate students from ExCESS, and 2 graduate students from EEGGS. The first meeting of the committee was held on February 28th 2005. The undergraduate issues were

- Peer Advising
- ATM Machine in Trottier
- Change in textbook for ECSE 351
- Dearth of electronic courses in the 400 level.

The meeting was mainly productive with various issues discussed and sometimes redirected to other committees which can better handle them.

Vice President Internal – Shilpa Mandhan

My responsibilities as VP Internal this year included organizing fun social events for ECSE students such as the Blues Pubs, E-week and the traditional ExCESS banquet. I was also technically responsible for the editing of the LiveWire, our department's newsletter published at least twice each semester. My position required a lot of organizing capabilities, especially to run an event as big as the ExCESS banquet smoothly, and in addition to those I feel I acquired more inter-personal skills having to interact with a lot of students, as well as my own committee, and the EUS at times.

I was responsible for organizing the foosball tournament, Blues pubs and most importantly co-organizing the banquet with the VP Finance, Renato Rispoli.

With our new office in Trottier 1060, we realized that we were able to attract a whole lot of more students to come and hang out at the office and treat it as a student lounge. In the fall semester we noticed that a lot of students really enjoyed coming in and taking advantage of the foosball table we had in the office, so we decided to invest in a second-hand foosball table, since the old one was falling apart. In order to inaugurate this new table in style, we held the foosball tournament this year. This tournament was met with a lot of enthusiasm by the foosball lovers of the department, which happens to be quite a big number. It ran for 5 days and great prizes were given out at the end, and it was even mentioned by the students themselves that another tournament should be held. Overall, it was a good decision we made to hold this tournament, and I hope that the VP Internal for next year can continue the tradition.

With regards to relations with other faculties, a meeting was organized by the EUS VP Internal, which was attended by the VPs Internal for MAME, MIME and CIVE. Suggestions were thrown back and forth to organize events that would bring the departments together in friendly competition. Besides that, other things such as a ski-trip in conjunction with the EUS, equipment for sports teams for the departments, Frosh issues and E-week competition issues were discussed. At the end, we decided to propose a few ideas to our respective committees and propose 4 new E-week games per department that everybody could enjoy and participate in, as well as the ski-trip.

The banquet this year was held at the Marriott Chateau Champlain on 24th March, 2005. 120 tickets were put up for sale, out of which 10 were for professors and 16 for council members. Tickets were priced the same as the year before at $35 for undergraduate ECSE students and $40 for non-ECSE students, graduate students and Professors, but had added value to them because of the grand prize, and an extra drink coupon that could be redeemed after dinner. Tickets sold briskly within the first 5-6 days of sale. Numerous awards were given away including two Professor of the Year awards (these were voted for by the students, and there was a record voter turnout of 40% for this year), 1 Spirit Award, 2 Lifetime Achievement Awards, 1 Rookie of the Year and 2 Special Contribution to ExCESS awards. A professional Jazz Trio and DJ were hired for the event. The grand prize to be raffled off this year was an iPod Mini. All in all, it turned out to be a great event, and I can say quite easily that everybody thoroughly enjoyed themselves.

Three Blues Pubs were held this year – 1 in Fall, and 2 in Winter. We started off with the Halloween Blues Pub on 29th of October, where we served samosas, nachos and alcohol. There was a very good turnout of people, all enthusiastically geared up for Halloween in their bright costumes. Famous Players movie tickets were given out to the Best Costume, which was decided by the people at the Blues Pub. The 2nd Blues Pub was held during E-week and the money raised was donated to the Red Cross Tsunami Relief Fund. The last Blues Pub was held in February.

The Foosball Tournament was organized in mid-February. The rules for the game were compiled from other intra-mural foosball tournament rules from other universities. 3 days were given to the teams for

registration. Two leagues were formed, with 8 teams each. The tournament itself lasted 5 days. The first day leagues matches for League A were held, the 2nd day those for League B were held, and the last 3 days the quarter-finals, semi-finals, finals, and 3rd place match was held. Great prizes were given away with the first prize being $80 in cash prizes as well as 4 X-Box games, and 2 VisualStudio.net packages, the 2nd prize being $40 in cash and 2 Windows XP packages, and the third and last prize being $20 in cash.

All in All, it was a great year for ExCESS, and the greatest thing that I think we achieved was much higher student awareness and involvement than in previous years. I hope that the VP Internal for 2005-2006 can carry on the activities that were organized, and introduce new activities to increase this involvement.

Vice President Academic – Hiba Yamani

Holding a VP position this year has been both fun and educational. As a council member, my job was to represent the students, organize special events for them, and address their issues and concerns.

The council had several opportunities to represent the student body. Some of the council members and I represented the students to the accreditation committee. Aside from helping out, we got to learn a little bit about the accreditation process and procedures. The council also took on the responsibility of representing the students in Open House which was loads of fun.

Being VP Academic allowed me to also represent the interests of the students to the ECE department on an academic level. This year one of the major concerns for software engineering students was the list of technical complimentaries that they are allowed to take. Most of them thought that the list did not include courses that they would find useful or interesting. This issue was discussed with some of the professors and was brought up to the department right away.

As VP Academic, I sat on the ESAC committee and the ECE Curriculum Committee. The ESAC committee allowed me to interact with the VP Academics from all the other engineering student societies, as well as the EUS VP Academic. It was very useful to know the issues that some of them were handling and how. It is also a useful source of suggestions and advice (since they might have had to deal with the same situations at one point).

The ECE Curriculum Committee got me up to date on the academic issues from a professor's point of view. I occasionally gave a student's opinion of the issues being discussed. Major issues that were discussed this year were accreditation and curriculum reform. I got to learn a lot about the department's issues with accreditation and how they are being addressed. I also got an idea of the plans they had for reforming the curriculum in the upcoming years.

My suggestion for the next VP Academic is to try to get as much input as possible from the students because that's what will help you define what you can do for the students!

Vice President Finance – Renato Rispoli

As Vice-President of Finance for the 2004-2005 academic year, it became evident very quickly that, while the cornerstone of the position revolves around responsibility, a strong requirement for successful money management is the ability to trust your fellow council members. While the overall responsibility to check and handle all activities with financial transactions lies with the VP Finance, ExCESS' money is something that concerns everyone. It is important setup specific guidelines about how financial transactions should be recorded and cash handled during all the events. Transaction recording procedures have a tendency to

be ignored during events of high activity. However, in the case that an error is committed, having transactions properly recorded, (e.g. to include the date, amount, and person completing the transaction) becomes essential for easy tracking of how the error occurred, how to correct it, and possibly prevent future ones from occurring. It is therefore critical for the VP Finance to enforce the procedures and remind all activity organizers of the importance of proper recording practices.

In general, my role on council comprised of *three* (3) types of tasks:

1) Overseeing all financial transactions including, cheque requisitions, deposits, and budget forecasts and updates. Be available to collect, handle, count and deposit money after events.
2) Organizing, along with the VP Internal, the ExCESS Annual Banquet. This includes forming a banquet committee, budgeting expenses, delegating tasks to committee members, handle all communications, negotiations and legal issues with hotel.
3) Volunteer my time for ExCESS run events.

I organized and ran the following:

▪ ExCESS Banquet
▪ Foosball Tournament
▪ Blues Pub
▪ Samosa Sales
▪ Book Sale

I took the following initiatives:

▪ Proposed the purchase of a new foosball table for ECSE students using excess funds
▪ Gave bilingual tours at McGill Open House
▪ Supervised *two* (2) Blues Pubs
▪ Played part in ExCESS e-Week movie
▪ Helped organize the inaugural ExCESS foosball tournament
▪ Made decision to eliminate unnecessary expenses (i.e. telephone…)
▪ Part of McGill's first delegation to CUTC conference in Toronto

Suggestions for next year:

▪ At Blues Pubs, it is my strong recommendation that any VP Finance should never consider drinking. Large amounts of money are to be counted and successfully deposited at the end of the night.
▪ Follow-up with all cheque requisitions and deposits. Keep a spreadsheet of all these transactions (see Appendix) with the date, event, and amounts recorded. Cross-reference the spreadsheet with the monthly account statement received from the EUS VP Finance.
▪ Interrogate about having the tax refund deposited into the EES account. It is unsure whether or not this has been common practice, but the money belongs to EES and should be sought from EUS.
▪ Make sure procedures for recording transactions are properly executed during ExCESS events such as the book sale and banquet ticket sale.
▪ For the banquet, start early. Form your committee and let everyone be involved and responsible for particular aspects of organizing a great evening. Looking for sponsorship is key.
▪ Be ready to be present for the wrap-up of all ExCESS events which generate money.
▪ Establish good relationships with the EUS Council members and Diane.
▪ Read the EUS "Committees for Dummies" Guide. Most of it pertains to procedures that the VP Finance must be familiar with.

- *Discuss the financial status of the ExCESS council*

ExCESS has finished the year with a financial surplus for the past few years which has resulted in a strong account balance. It was decided this year that it would be acceptable to use some of this extra money to invest in something that can be enjoyed by the grand majority of ECSE students for years to come. This decision led to the purchase of a new foosball table which is currently kept in the ExCESS office. The main expense for the entire year is the ExCESS Banquet while the main source of revenue comes from student fees which are deposited every semester into the EES Account. All other expenses and revenue sources will affect the availability of funds for the banquet. This year, ExCESS was able to benefit from two generous sponsorships from Nortel and Teradyne as well as from an offered discount from the Marriott Chateau Champlain to hold the banquet at their hotel after the unprecedented change of venue the year before due to a labor strike.

I kept an Excel spreadsheet which tracked every financial transaction. After any expense or revenue, the spreadsheet was updated, which dynamically updated the budget and the EES account balance. This spreadsheet was used to determine if the current financial situation was consistent with forecasted values, and to cross-reference the monthly account statement obtained from the EUS VP Finance. I also kept a paper version of my transactions log on me, so all new transactions can be recorded as they are made, and updated to the spreadsheet later on.

Although sporadic, communications with the EUS VP Finance were always purposeful, especially during the initial period of my mandate. It is important that an initial rapport is established between yourself and the EUS VP Finance as all queries or requests pertaining to the account balance is directed to them. It is important to touch-base with the EUS VP Finance every once in awhile, since almost all communications can be done impersonally through forms. I found that it is a good idea to remind the EUS VP Finance of upcoming events, float requests, and the status of cheque deposits to make sure that everything is done without any hitches.

Vice President Administration – Cathy Axais

I have been involved in many activities throughout my scholastic career, but this position on ExCESS has been my first involvement in University. In comparison to other things I've done this has been at a much larger scale. There is a lot of bureaucracy that goes along with organizing events for such a large group of students. I also realized how much work and organization goes into every detail. One thing I liked was meeting and working with a variety of personalities of each individual on council. That experience, I know, will help later on in social and work based settings.

My role on council was to maintain the organization of the council and help with whatever I could. There are many meetings throughout the year and I would be taking the minutes for the absent members or even as a reference for those in attendance.

Minutes: At every meeting Luay distributed an agenda highlighting the topics to be discussed. During the meeting I would make little notes on the side, then that night I would go back and type those notes in more detail. Always write the date and time of the meeting. Email the minutes to the members on council and make a hard copy to file in the office.

I also kept the office in as good shape as possible to have the maximum efficiency of the space.

Office: At the beginning of the year I went in and cleaned the office and added a few "supplies". I also rearranged the furniture to create more space. I cleaned out the desk and the filing cabinet in order to make use of them. Make sure to label all files and color code if possible.

In addition I structured the reservation of the study rooms on the 5th floor of Trottier.

5th floor: I made a schedule for each week of the current semester excluding the weekend. So the list had the dates (Monday to Friday) and times for people to reserve blocks of time for themselves. During the winter break the old schedules were taken down and once school started again the new schedules went up. Don't include holidays (e.g. Thanksgiving, Easter, etc.)

The events that I organized were the Booksale semester 1, and Feed the FEE semester 2. The booksale, apart from being a little hectic because it was in such a short period of time, went really well with the most profit we've made on a booksale. For Feed the FEE we announced to the students after their exam that they'd get free donuts and soft drinks to ease the blow of the exam.

Book Sale: We started school on Wednesday, September 1st, so all books were brought in and accepted for sale. The Thursday and Friday of that week we sold the books and the following week (Monday, September 13th – Friday, September 17th) the money was returned to the students. The prices of the books were what the students asked plus 10%, where that 10% is what ExCESS kept. This was the most successful used book sale that ExCESS had, with a total profit of about $380.

Feed the FEE: It was on Friday the 18th of February 2005. I went and ordered 300 Timbits (~$60) from Tim Hortons at the beginning of that week and arranged a "pick up" time for Friday morning (8:30). On the Friday I signed out 4 cases of soft drinks from EUS. I set it up in the office for a couple of hours after the exam (and maybe had a few donuts too!shh)

I volunteered to be on other committees within the council as well, such as the Banquet Committee and helped to plan the Blues Pubs hosted by ExCESS. I tried to help anyway I could because by me pulling my weight it would ease the workload for the others on council.

The major suggestion that I would have for the future VP Admin would be to make sure to stay well organized. Have files and labels for everything. Note anything that might seem important and stay informed of any changes. Check your e-mail as often as possible because you will be receiving a lot. Don't procrastinate anything either. Type the minutes that night, respond to emails as quickly as possible, etc. Everything is fast passed and that's part of the fun; always on the move, always doing. You'll meet many students and people of different departments which is also a lot of fun. Just make sure you stay in the loop because most of the time people will be asking!

Appendix B: Representative End of Year Reports

U1 Electrical Representative – Punit Aggarwal

What did I do as Class Rep? What did I learn from the position?

One of my major duties was to relay the relevant information to my colleagues. My main means was to make the announcements at the start of a chosen course. In this way, most of the students knew that if any announcements were coming, they would be in that specific class. It was important not to give them too much at a time, as they would be overwhelmed with all the information, rather it was given in small chunks.

How did I support the ExCESS council in its activities?

I helped out in most of the events organized by ExCESS, including samosa sales, Blues Pub and was also part of the Banquet Committee.

What I would suggest for future reps?

Getting the Message Across?

Making announcements at the beginning of a lecture is the most effective way to get the message across.

Getting Feedback from your Classmates?

The best way to get feedback was by telling them to see me after class, or to stop me by in case of any questions or comments.

Using Council as a Communication Tool?

Although not many requests were made by the students, whichever were made were dealt with by the council members effectively by discussing any issue collectively.

If there was one thing I wished that I had known when I started it would be:

Overall, I think the council was run quite efficiently, with all the council members contributing in all the activities. However, this position does consume quite a lot of time, but with good time management skills, this should not, and did not pose that big a problem.

U1 Computer Representative – Alberto Mann

As a class rep. my main responsibility was to keep my classmates (mostly in U1 ECSE courses) informed about things that really mattered to them concerning the department and the EUS (e.g. announcements about ExCESS and EUS activities, guest speeches and lectures, keeping them up to date with the latest tidings in our faculty, etc.)

I had to attend regular meetings in council, but I did not limit my involvement to just my class rep. responsibilities. I often tried to get involved in other things, such as helping organize Blues' Pubs, the

annual banquet, and other such ExCESS activities. The framework of the council helped me accomplish my duties mainly through the structure of our meetings. Since we would usually meet once every week or two, all information that had to be discussed and exchanged between VPs and representatives was clearly done in such a manner that once meetings were done, I knew everything I had to communicate onto the classes. Further communication through e-mail and all the council member's dedication helped as well.

My efforts were effective since I was successfully able to carry out necessary messages onto the U1 students during class. I was also able to successfully get involved in the other mentioned activities, being a steady participant in the organization of such events, getting to know more people in or out of council, etc.

If I was ineffective in any manner it could have been in that I might not have been able to properly communicate information to everyone concerned in the U1 classes; perhaps because sometimes I only made an effort to announce things once, or in only one class (where not all the U1 students are going to be). Also, not a lot of people in my class might have been able to really recognize me as their rep, which could also be due to the fact that I didn't take many U1 ECSE courses this semester!

For future reps I suggest they actively try to participate in all of council's activities, and not to stop at one's duties as a class rep. This way they can develop better relationships with other council members, (which in general improves the work of council) and can also learn how to manage other tasks.

With respect to communication with classmates, I suggest they try to deliver as many relevant messages to the class, even if it's a several number of times for different courses, or through using methods such as TeN posts, as long as everyone concerned gets the message delivered. This way, the class also builds a relationship with the rep. and can recognize him/her outside of class in order to approach him/her with any concerns or questions. This improves feedback from the classmates. Also, one should coordinate with the other class reps, even from other classes, in order to deliver information as efficiently as possible.

U1 Software Representative – Peter Ochodo

What did I do as Class Rep?

- Give class announcements
- Attend ExCESS and Council Meetings
- Express a key concern of Engineering Students – A Co-op Program.

Explain your role within Council and summarize briefly how the framework of Council can help you to accomplish your duties.

ROLE

- Record announcements relevant to U1 ExCESS students.
- Express the concerns of U1 ExCESS Engineering students. (Software students are scarce!)
- Contribute to discussions and decision making.
- Help out in activities organized by ExCESS and McGill.
- Give announcements

HELP received

- Get announcements
- Get a feel of what is important and what isn't
- Get good information of happenings on campus that affect ExCESS students
- A sense of fraternity

Problem that arose:

My position was somewhat redundant because Punit gave all ExCESS and some EUS announcements. The result was most students never knew what my role was – even after telling them!

I expressed this concern to Punit, U1 Electrical Rep, and we agreed that I focus more on EUS announcements while he focuses on ExCESS announcements.

This decision was made just before the break so there hasn't been enough time to gauge it's effectiveness.

What I would suggest for future reps?

The U1 Electrical, Computer, and Software Engineering reps should decide who gives what kind of announcements early in the semester so that students may be able to discern what their roles are.

Getting the Message Across?

When giving class announcements speak slowly, clearly and concisely.

Back up class announcements and mass emails with a lot of Word of Mouth.

Getting Feedback from your Classmates?

Ask them informally, on a one-to-one basis.

Using Council as a Communication Tool?

Write up all you want to communicate to other councillors before the meeting and then refer to the list when giving your announcements. This counters forgetfulness.

If there was one thing I wished that I had known when I started it would be:

To give either EUS or ExCESS announcements only. This would make me relevant to my fellow students who need time to identify me with a certain role.

U2 Electrical Representative – William Denman

What did I do as Class Rep?

My main function as a class rep was to attend EUS and EXCESS meetings, take note of important information and then announce it to the class. I also served as a liaison between the class, the council and the department.

Explain your role within Council and summarize briefly how the framework of Council can help you to accomplish your duties.

In the council I sat on the Issues Committee. I also worked with our President and VP Finance to purchase our new foosball table. The U3 and U4 councilors were of great help to me, they always had useful knowledge on hand.

How were my efforts effective?

I was able to get the class to vote on an exam change. I was able to get people more aware of our events including Blues Pub, Microsoft Lectures and the Banquet.

How were they ineffective?

There will always be people who complain. Specifically, trying to change the exam time caused a lot of turmoil amongst the students. I had a bit of a problem dealing with students who didn't understand when a decision was final. You really must communicate your goals well.

What I would suggest for future reps?

Getting the Message Across?

Repetition. Announce every class. I'd start two weeks in advance for an event. Get your good friends to spread the word too and create hype. Don't be disappointed if there isn't much response. ECE students tend to stick to themselves, so you really got to convince them and you need a good amount of time to do this.

Getting Feedback from your Classmates?

Make sure they know your e-mail. When anyone approaches you, be open and be ready to talk. Try to sit with different people each class i.e.: don't just stick with your friends. Approach people in the cafeteria, ask them for their opinions.

If there was one thing I wished that I had known when I started it would be:

EUS meetings are quite long. Sometimes at EUS meetings a subject can be debated for much longer than need be, taking up too much time.

U2 Computer Representative – Marc Tomkinson

What did I do as Class Rep?

As a class rep, my main responsibilities included attending EUS and EXCESS meetings and present the information to my fellow students during class hours. I also participated in organizing certain activities such as the Blues Pub, the Open House, etc. As a class rep, I also provided my input during meetings in order to follow what I believe were the best interests of other computer engineers.

Explain your role within Council and summarize briefly how the framework of Council can help you to accomplish your duties.

My role within the council was to represent the best interests of the computer engineering students, as well as all EXCESS students. With time and discussions, I developed a position of choice within the council, one were I could freely discuss my opinions.

How were my efforts effective?

I noticed the most the fruits of my efforts during the fund raiser for Christmas baskets. EXCESS was having trouble getting food from students and so we decided to collect money instead. I took the money can all over the Trottier building for hours and collected more than 200$ from students. This is when I noticed I could make a significant difference.

How were they ineffective?

I don't recall my efforts ever really being ineffective. I am great what can I say!!! ☺

What I would suggest for future reps?

Getting the Message Across?

Do it ASAP. The day after the meeting is best. You get the messages out faster, you don't need to stress out for too long and people actually get their messages on time!!

Getting Feedback from your Classmates?

Ask questions. Students don't necessarily know who's class rep. Find out what's bothering students, what they like, what they'd like to see change. Questions are key.

Using Council as a Communication Tool?

Before coming to council, write down everything you fellow students wanted to know. This will help you not forget anything when the meeting comes.

If there was one thing I wished that I had known when I started it would be:

I applied to this position not really knowing what it entailed. Not that I mind the amount of work I was assigned to do, on the contrary, but I would've appreciated a more formal presentation of my position and responsibilities within the council.

U2 Software Representative – Kevin Wong

As a class representative for the past year, I was mainly responsible for attending ExCESS and EUS council meetings, and passing information and announcements onto my classes. Additionally, I helped ExCESS for several of their events including, but not exclusive to, blues pubs, book sales, and open house. A lot can be learnt from this position about the engineering department and communication, so for the rest of this report, I shall be including my advice to the class reps of the following years.

First of all, as a software engineering student, you are usually dealing with a much smaller group of students. However as a part of the ECSE department, it can be difficult to find the software engineering students among the sea of electrical and computer engineering students. The most important part of being a class rep is to know who you represent. This task is especially difficult in U2 as there are no classes that are exclusively software engineering.

Following from the previous point, since in U2 many core classes are shared with other engineering (or computer science) majors, for the majority of classes, the announcement can usually be split between the software and computer class rep. There is no reason why the work cannot be divided in two, so take advantage of the fact that you share many classes with computer engineers. Also be aware that class selection is important, for some classes may have mostly computer science students whom do not particularly care about engineering announcements.

Choose your professor. One extremely important point is to choose a class to do announcements where you are at least not hated by your professor. As you start making regular announcements, your professor will know your name and remember you; try to make it a positive memory.

Finally, it is important to have fun while on council. It is a great experience that you will never forget. Nor will you forget all the great people you meet while on ExCESS council.

U3 Electrical Representative – Indra Ghoshal

The past year was my first on any Engineering council at McGill, and it was a very smooth initiation into student governing at this university. The responsibilities weren't very many, but the opportunity to meet fellow students, feel the pulse of the Electrical engineering student body was a very valuable experience.

Another salient aspect of my term as U3 Electrical Rep was being part of the ExCESS council. The bonhomie and camaraderie we enjoyed while functioning as a team whether it was in handling various Blues Pub events or even the ExCESS Banquet made the entire experience memorable.

We had quite a fun-filled year, what with the new foosball table and the subsequent tournament on the one hand, and the myriad samosa sales on the other. The atmosphere at a typical Council meeting was relaxed and laidback while not compromising on the fact that we had work to do.

As a U3 Electrical Rep, the major responsibility outlined for me was conveying University and EUS news to the students in my year, and also getting their feedback as to various Engineering related issues. Besides this, there was the odd manning of a polling booth, and handling small fundraising efforts. Nothing to really gripe about. The rewards weren't many, but they were substantial. I became acquainted with a large number of students in my year that I would otherwise have not met. I got an insight and a say as to the large scale governing of the Engineering faculty as a whole (as a member of the EUS Council), and Electrical engineering on a more micro scale as part of the ECSE Issues committee. All in all, this was an

enriching year for me personally, and I highly recommend this post to all of my juniors who are unsure about whether to get on the ExCESS wagon.

U3 Computer Representative – Rizkallah (Roy) Arsan

Being a Class Representative involves a multitude of duties. First, I was responsible of answering all of the university-related questions that students had. Questions corresponded to academics as well as up-coming department-wise or faculty-wise events. Among the duties was to get the message across and strive to keep everyone posted. I was also responsible to provide concerns/suggestions (if any) back to the ExCESS and EUS in their respective bi-weekly meetings.

This position showed me some important university aspects that I had no idea about in my first 2 years on campus. It showed me how councils generally operate, the different bureaucracy levels governing McGill and finally the various ways of communication betweens departments/organizations. Being an ExCESS class representative automatically reserved me a spot at the EUS council. Being part of the EUS meetings allowed me to have a closer look of how activities/services are operated within the faculty and even across educational institutions.

During my commitment within the ExCESS council, I aimed to support this council's activities as much as I could. Friday Blues Pubs, Term Book Sale and finally McGill Open House are some aspects of my involvement.

As for future representatives, I strongly encourage any student to do it in order to get a feel of how things work within faculties and departments and even between universities. In my view, the most important duty a class representative has to fulfill is to spread the word out. He or she has to make every effort to let students know of what is going on in their department and faculty in particular, and in the university in general. I suggest that this future representative use other methods together with the traditional way of making announcements in class: since a significant number of students do not show up to classes, there must be other alternatives to reach them. I personally developed a mailing list at the beginning of the year and tried to include as many people as I could. Another important responsibility is to get feedback from classmates: a class representative must keep students motivated and get their opinions so that everyone in the department plays an active role in the ExCESS activities. The first thing that students should know is that the ExCESS council exists mainly to serve them and therefore, their feedback becomes essential.

I really enjoyed being on the ExCESS council this year. Not only was it very rewarding, it was also fun to be part of the various activities and events. Although the Class Rep represents an extremely important link between council on one side and the ECE students on the other side, his/her workload is really not that significant. However, you have to take this job seriously if students are to be kept aware of what is going on. Good Luck!! ;)

U3 Software Representative – Shiv Bijlani

What did I do as Class Rep?

After speaking to a few members of the previous council, I was told that the class rep's responsibilities were quite simple. One had to attend meetings and basically bridge the gap between the students and ExCESS as well as the EUS. I was a little skeptical of this advice, especially because of an earlier experience with another SSMU club - the HSA. Soon enough, I had realized that things weren't all that simple.

The software engineering program is new and not surprisingly, has a lot of flaws that needed to be resolved. The first issue I came across was a course (COMP 251) which was supposed to be taken in the 5th semester, had a pre-requisite (discrete math) that was to be done in the last semester. After speaking to the department several times about this, the course outline had to be revised twice (http://www.mcgill.ca/ece/undergraduate/curriculum/software/). Since then, I have had several meetings with faculty members trying to fix specific issues with the program, such as:

Object Oriented Programming is not offered for B.S.E. students but for B.Sc. students, it is a core course.

COMP 420 (Files and databases) is offered only for engineers, is a disreputed and outdated course, where as COMP 421 (also Files and databases) is much more relevant but is offered only to Soft. Eng. science students.

The final examination schedule for software engineers is extremely ill planned. The science and engineering courses have their finals clustered around each other, making it unnecessarily difficult for students.

These issues are still unresolved and have been dismissed several times due to complicated issues between the science and engineering departments. However, despite all this, I have never failed to resolve the confusion between the BSE program and the SE BSc. program. Several students are still confused about which program is better, and I have always helped to point out our advantages. The fact that the BSE program is better is evident in the number of students in the BSE program that are on technical internships.

Although our batch has only a handful of students, they have been well informed about the interesting lectures and social events that ExCESS and EUS organizes.

What did I learn from the position?

This position has given me an introduction to the inner workings of the ECSE faculty and the manner and attitude by which it deals with its students. It have also learnt how the EUS functions and its involvement with McGill administration.

How did I support the ExCESS council in its activities?

Wherever feasible, I have supported ExCESS in its events (Blues pub, etc) and actively participated during meetings, but my foremost contribution to the ExCESS council was developing their website (http://www.ece.mcgill.ca/~excess/). As ExCESS represents a faculty renowned for its technical prowess, the website had to reflect that in its design. Furthermore, sponsors needed to be well acknowledged and students need to be well informed about ExCESS, its events and accomplishments. After taking this responsibility, I have spent several months designing and building a web front that ExCESS would be proud to exhibit. I would like to acknowledge Luay (president) for providing the content as well as Hiba (Vp academic) for her creative ideas for the logo. I fully intend to continue development of the web site even after my term with ExCESS ends.

What I would suggest for future reps?

Getting the Message Across?

Getting to personally know the people you represent could be very useful. Although this was a particularly easy task for me due to the number of people I represent, it was particularly helpful.

Getting Feedback from your Classmates?

Again, the above mentioned attitude could make a rep more approachable.

Using Council as a Communication Tool?

Communication is useless unless it is followed by some action. I'd suggest anyone who would like to take communication between the students and the department to a higher level should be part of the Issues Committee. It could be a powerful tool if used properly.

It is also the responsibility of a rep to show the students being represented that real work is being done. Students are very cynical of the efficiency of ExCESS and this misconception must be removed by better communication.

If there was one thing I wished that I had known when I started it would be:

There are several responsibilities that a rep holds towards the EUS that I was completely unaware of. EUS can often ask reps to man voting booths and other such activities. A lot of time and effort is needed towards attending and participating in EUS bi-weekly meetings.

Also, since this report is written every year, it would have been great if new/potential reps could access reports written by previous reps!

U4 ECSE Representative – Amit Bhogal

What did I do as Class Rep?

Contrary to popular belief, the job of a class representative is not only restricted to making announcements in class but also includes being an active part of the Excess Council.

Being a class representative was a joy ride. The excess council is a real family and allows open discourse of topics. I was able to jointly influence decisions concerning my fellow students. I was permitted to be an organizer for the Banquet held for Electrical and Computer Engineering 2005.

What did I learn from the position?

The position instilled in me a feeling of responsibility to fellow students and loyalty to other excess members. Working in a team became second nature. I was able to hone my public speaking skills and reaching out to people began to come with ease.

How did I support the ExCESS council in its activities?

The Excess council provided opportunity for team work and I was up for the task. Different Excess members volunteered to work for the beginning of the year book sale, which was in fact organized by Excess. I was one of the volunteers for the book sale. I also signed up to help organize the Banquet for Electrical and Computer Engineering 2005.

I was also involved in a voting drive for EUS to get adequate elected representation at the SSMU level. Prior to the academic year of 2004-5, we did not have any elected member to represent us. Through the collective efforts of everyone involved in the drive, we managed to get enough votes to ratify the positions of elected representatives at the SSMU level.

What I would suggest for future reps?

Getting the Message Across?   Be outgoing, fearless, love yourself

Getting Feedback from your Classmates? Get the message across positively and effectively to elicit a positive feedback. Remember – their opinion matters; you are there to represent them

Using Council as a Communication Tool? The council will listen to your queries and suggestions. They realize that you might be in closer contact with fellow students. Just be confident about your opinions and don't be afraid to express them.

If there was one thing I wished that I had known when I started it would be:

To be honest, I have nothing to regret. Plus, I am the kind of person who eases into a position. It is not always good to know everything☺. Mystery has its own charm.

Appendix C: ExCESS Selection Committee Bylaws

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ELECTRICAL, COMPUTER, AND SOFTWARE ENGINEERING STUDENT SOCIETY OF MCGILL UNIVERSITY
                            TERMS OF REFERENCE
                                 Of the
                    EXCESS COUNCIL SELECTION COMMITTEE
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1   Mandate

1.1 The Selection Committee (hereafter referred to as the SC) of the Electrical, Computer, and Software Engineering Student Society (hereafter referred to as the ExCESS) shall select regular members of the ExCESS to fill the following positions:

   1.1.1   The Vice-President External of the ExCESS
   1.1.2   The Vice-President Internal of the ExCESS
   1.1.3   The Vice-President Academic of the ExCESS
   1.1.4   The Vice-President Finance of the ExCESS
   1.1.5   The Vice-President Administration of the ExCESS

2   Membership

2.1 Each member of the SC shall have one (1) vote.

2.2 The SC shall consist of:

   2.2.1   The current President of the ExCESS, who shall act as Chairman
   2.2.2   Two (2) current Vice Presidents of the ExCESS
   2.2.3   Two (2) current Class Representatives of the ExCESS
   2.2.4   The Chief Returning Officer (CRO)

2.3 Quorum can only be achieved when all six (6) SC members are present.

2.4 Once the SC members have been selected, they are bound by their duties and should not take up the role if not willing to put in the time for the SC meetings.

2.5 If a SC member resigns, then the SC will reconvene and interview notes for the candidates will be sealed by the Chairman. Interviews will be re-conducted upon the selection of a replacement SC member.

3   Advertising

3.1 The CRO must advertise the position openings via

   3.1.1   Posters (no larger than 17"x11")
   3.1.2   Mass Email

3.2 Posters (a maximum of two) may only be placed in the Lorne M. Trottier building, on the two bulletin boards.

3.3 Mass emails (a maximum of two) may be sent out to the ExCESS student body.

4   Candidate Screening

4.1 All Executive candidates must complete and submit an ExCESS Executive Application Form during the application period to the CRO.

4.2 All Representative Candidates must submit an ExCESS Nomination form to the CRO.

4.3 Candidates of the following positions must also submit a Nomination Form to the CRO.

    4.3.1 Vice President Internal of the ExCESS
    4.3.2 Vice President External of the ExCESS
    4.3.3 Vice President Academic of the ExCESS

4.4 Once the deadline has passed, the CRO will submit the Application and Nomination forms to the Chairman, who will review the applications.

4.5 The Chairman may reject an application prior to the interview and/or election if it is deemed by the Chairman that the applicant did not put sufficient effort in completing the form.

4.6 The Chairman may reject an application prior to the interview and/or election if it is deemed by the Chairman that the applicant did not research the position sufficiently before submitting the application.

4.7 The Chairman may call an Application Review Meeting if it is deemed necessary to review any applications for possible rejection prior to interview.

5   Application/Nomination Period

5.1 The application/nomination period may not be longer than 10 days.

5.2 The CRO will set the date and time for the nomination/application closure.

5.3 The CRO will be present at the closure of the nomination/application period to collect any last minute applications.

5.4 The CRO may grant a maximum of one (1) day of grace, if he/she deems it appropriate.

5.5 If there are no applications for a specific position, then the nomination/application period for that position will be extended by 7 days.

6   Interview Protocol – Executive Positions

6.1 Candidates will be contacted 1-2 days prior to the interviews with their appointments.

6.2 All members of the SC shall be present for the interviews.

6.3 Interviews will be conducted in a closed room.

6.4 Interviews shall be considered as closed, and no record of the proceedings shall be published or made available.

6.5 Candidates will be given the opportunity to ask questions before the interview. The SC can exercise the power not to answer any questions.

6.6 The interview questions will be written by the Chairman and seconded by the CRO.

6.7 Candidates may ask questions after the interview.

7   Deliberations

7.1 All interview notes shall be handed over to the Chairman for destruction once a decision is made with regards to a specific position.

THE ELECTRICAL, COMPUTER, AND SOFTWARE ENGINEERING STUDENT SOCIETY (EXCESS)   **MARCH 2005**
LORNE M. TROTTIER BUILDING
3630 UNIVERSITY STREET ROOM 1060
MONTREAL, QC, H3A 2B2

7.2 Candidate Deliberations will be conducted after each interview (candidate specific).

7.3 Position Deliberations will be conducted after all interviews for a position have been conducted.

7.4 The deliberation meetings may only be attended by SC members.

8 Elections – President and Representative Positions

8.1 The Election Period will begin one (1) week following the closure of the Nomination Period.

8.2 The Election Period will last three (3) days.

8.3 Only ExCESS Members at large may vote.

8.4 The CRO will be in charge of holding the elections and ensuring fairness and equality.

8.5 Presidential Debate

    8.5.1 A Presidential Debate will be conducted by the ExCESS Council 2 days following the closure of the nomination period.
    8.5.2 The debate will last no more than 1 hour.
    8.5.3 Presidential Candidates will be expected to discuss current and part activities on campus and/or on student governmentt.
    8.5.4 Presidential Candidates will be expected to present their case to the current ExCESS Council.
    8.5.5 Presidential Candidates will have to pass a vote of confidence by the current ExCESS Council before their names may appear on the Presidential ballot.
        8.5.5.1   Quorum for vote of confidence is 50% of current ExCESS Council Members.
        8.5.5.2   Candidates must obtain a 50% vote of confidence in order to have their name on the ballot.

8.6 Campaign

    8.6.1 Presidential Candidates may begin campaigning once they have passed the current council vote of confidence (following the Presidential debate).
    8.6.2 Representative Candidates may begin campaigning upon closure of the nomination period.
    8.6.3 Candidates may campaign through postering, but they must abide by set regulations for postering (Posters may only be placed on bulletin boards)
    8.6.4 Candidates have up to a maximum of four (4) letter sized posters.
    8.6.5 Violations of postering rules may result in disqualification, as deemed appropriate by the CRO.
    8.6.6 Candidates may campaign through class announcements.

9 Results

9.1 The CRO will email all Candidates with the results once the SC has made a final decision.

10 Confidentiality

10.1 SC members cannot discuss any information from the deliberations.

10.2 SC members are automatically bound by clause 9.1 when they are selected to sit on the SC.

PREPARED BY LUAY EL-GHAFARI   **33**
COUNCIL PRESIDENT, 2004-2005

Appendix D: Meeting Minutes

ExCESS Council Meeting
Meeting Minutes

Thursday, May 6th, 2004; 4:30 pm

> **Next Meeting:** Tuesday, May 25th, 2004; 5:00 pm
>
> ** if the date of the meeting is changed or the meeting is cancelled all members will be informed at least 2 days in advance*

➢ **Agenda proposed and approved**

➢ **Introductions**
  o **Description of ExCESS:** this council deals with McGill EUS, but doesn't deal with similar councils of other schools (no external concerns)
  o **Financial status:** ExCESS has an income from the students, where 3.50$ from each student every year is given to the council (usually used for the end of the year banquet) and sponsorship
  o **Copy EUS:** the execs have an arrangement and don't pay the tax on the photocopies. All is paid at the end of the year.

➢ **Overview of positions**
  o Introduction of all the members and their positions in relation to *The Constitution* (offered in full length on the website: www.ece.mcgill.ca/~excess)
  o Class reps must attend the EUS meetings to represent the ExCESS and should they not be able to attend may have a proxy to take their place (ExCESS should not lose a vote representation)

➢ **Sponsorship Drive**
  o A group of 3-4 people are assembled and call up various companies and ask for donations.
  o They get together once a week for about an hour
  o If the companies are interested then they are sent a package detailing all the relevant information

➢ **Keys and Lockers**
  o All execs will receive a key after they put down a 25$ deposit that will be returned to them at the end of the year. The keys may not be duplicated.
  o The lockers in the office are there for the execs and the student reps
  o There will be lockers offered to students near the cafeteria area

➢ **Event Brainstorming**
  o *Traditional events and activities*
    ▪ Used book sale, twice a semester

- Blues pub (3 times: 1st week of school, Halloween, E-week)
- Feed the FEE: after 1st mid-term of each semester donuts and soft drinks are offered to the students of FEE
- Academic lectures, 1 each semester
- The Banquet: a formal event that takes place at the end of every year. Usually a 3-4 course meal where profs, T.As, graduate students and undergraduate students attend (~120-140 pps). Will be a special committee devoted to its organization (set up at the end of the summer)

- *New and Innovative events and activities*
  - U1 BBQ <u>and</u> an End of the Year BBQ
  - Organize an ECSE trip (skiing or Spring Break)
  - **LiveWire:** a type of newsletter featuring upcoming events and a *Joke of the Week* (usually VP Internal who works on it)

> **ECSE Issues Committee**
>   - There have been concerns about the ECSE students and there would be a committee that discusses things that affect a large group of students (try to fix the problems)
>   - 4 students, 1 from each year
>   - get together once a semester, for no longer than an hour

> **New business**
>   - A website (Shiv Bijlani)
>   - E-mails that will be set up
>   - Getting an ATM
>   - Getting a photocopier(s)

> **Adjournment**

ExCESS Council Meeting
Meeting Minutes

Monday, August 9th, 2004; 4:30 pm

Next Meeting: TBA

* if the date of the meeting is changed or the meeting is cancelled all members will be informed at least 2 days in advance

> **Agenda proposed and approved**

> **VP Departure**
>   - Our VP Finance resigned her position because she is transferring programs and is leaving engineering all together. Megin will be doing a double major of physics and physiology.

     o We will be looking for a new VP Finance as soon as school starts but until then Luay will be taking care of the budget.

➢ **The Budget**
- o From last year, there is 6400$ left over.
- o A part of the expenses has been the office phone. Its cost has had a range of 40$ - 179$ and therefore will be removed from the office.
- o With the activities and expenses taken into account we are hoping to have about 9200$ before the banquet.
- o The banquet is a huge expense, however this year the ticket prices will be 45-50$ for engineering students and 50-55$ for other participants (people's dates, grad students, PhD's, etc.)

➢ **The Banquet**
- o Like mentioned above the prices will be increased by 5$.
- o Also there will be a limited amount of seat available (first come, first serve) at about 120 people (12 tables of 10).

➢ **Dragon Boat Team**
- o A young lady that is a member of a dragon boat team had approached Luay and asked to create a team consisting of engineers alone.
- o Now these people get sponsorship from companies, or want to, and need a means to handle the money. So the money will be dealt with through ExCess.

➢ **ID Cards**
- o This year the Student ID Cards will not be taken at RedPath, but at Trottier. The entire school will be coming to Trottier to get their pictures taken, which is a way for ExCess to make money with the sale of donuts and soda.
- o It will begin on Tuesday, August 24th (Discover McGill) and people are needed to organize the sale.
- o If interested please contact Mustansir.

➢ **Book Sale**
- o We start school Wednesday, September 1st so all books will be brought in and accepted for sale:
- - Friday, September 3rd (LABOUR DAY WEEKEND, MONDAY IS OFF)
- - Tuesday, September 7th
- - Wednesday, September 8th

- o The Thursday and Friday of that week we will be selling the books and the following week (Monday, September 13th – Friday, September 17th) the money has to be returned to the students.
- o The prices of the books will be what the student asks plus 10%, where that 10% is what ExCess will keep.
- o **VERY IMPORTANT:** WITHIN THE FIRST WEEK OF SCHOOL I'M GOING TO NEED EVERYONES SCHEDULE. I WILL CREATE A SCHEDULE FOR THE BOOK SALE BECAUSE SOMEONE MUST BE SELLING THE BOOKS BETWEEN 10:30-2:30 FOR THAT WEEK. I WILL PUT PEOPLE WHO ARE ON BREAK FOR ABOUT AN HOUR AT A TIME.

➢ **Adjournment**

ExCESS Council Meeting
Meeting Minutes

Friday, September 24th, 2004; 5:30 pm

Next Meeting: TBA

* if the date of the meeting is changed or the meeting is cancelled all members will be informed at least 2 days in advance

➢ **Approval of Agenda and Minutes**

➢ **Announcements**

- o *Welcome:* Renato (VP Finance), Leyla (U4 Electrical Rep), Punit (U1 Electrical Rep)
- o *Tech Fair:* September 28th, 29th, McConnell and Trottier Lobbies. Class Reps let the classes know, Especially U4 reps.
- o *MECC/ExCESS Career Paths Panel:* Monday, September 27th, 6-8pm in Trottier 1080. Engineers (5-6) will have a session of Q &A about their fields and experiences and then at 7:30 there will be pizza and soft drinks. Packaged CD's will also be given out.
- o *Graduation Packages:* U4 reps, let all your classes know that the grad packages are now available in the EUS. This is for students graduating Fall04, Winter05 and Summer05.
  - ▪ Pictures stating Oct.12th (sign-up at EUS office)
  - ▪ Deadline for grad packages is Oct 1st.
- o *Server training:* if planning to serve alcohol at the Blues Pubs you have to be server trained, by Vicky from EUS.

➢ **Positions Available**
- o U1 reps for Computer and Software

➢ **Book Sale wrap-up**
- o Made a profit of 380$; the best ever...so far.

➢ **Website**
- o It's up and running

➢ **Upcoming Events**
- o *Samosa Sales:* 3 dates: Oct. 13th, Oct 29 and Nov 17. They will begin at 11:30 on those days. ~150 will be ordered and Shipa needs everyone's schedule to assign shifts.
- o *Blues Pub:* On Oct 29 with Halloween theme (everyone dresses up). We will have samosas, cups with chips, soft drinks and beer, candy and jello shots
- o *Banquet:* it will be held at the Marriot Chateau Champlain and they will give us better prices because of last years "difficulties."

- o **Feed the Fee:** after the first Fee mid-term (Oct 18) there will be doughnuts and soft drinks for the shocked students.

➢ **Livewir**e
- o A new one won't be printed because there isn't enough going on so the briefs will be sent to the department and sent through e-mails to the students.

➢ **New Business**
- o **ExCESS issues committee:** Leyla, Billy, Musty, Shiv, Amit
- o **EUS issues committee:** Leyla
- o **ESAC and EFG:** Luay and Hiba
- o **Accreditation board:** (every 4 years they come) coming November 1st to review our programs; must side with the department of these issues. Support the department because there may be a possibility that the degrees go on probation.

➢ **Adjournment**

ExCESS Council Meeting
Meeting Minutes

Wednesday, October 6th, 2004; 6:30 pm

Next Meeting: TBA

* if the date of the meeting is changed or the meeting is cancelled all members will be informed at least 2 days in advance

➢ **Approval of Agenda and Minutes**

➢ **Announcements**
- o ExCESS server training session will be held before our blues pub. If you plan to serve at the Blues Pub, then you need to be there. It will be held on Friday Oct 29th, 4:00pm and Blues starts at 4:30pm.

➢ **Positions Available**
- o U1 Reps: reps needed for computer and software. Alberto Mann has filled out papers for the U1 computer rep position.

➢ **Microsoft Rep**
- o He wants to set up a conference call that Luay and Musty will take care of
- o The conference call will happen on Wednesday, October 13th, in the ExCESS office
- o There is a competition on November 1st that he wants McGill to take part of

➢ **Samosa Sale**

- o The first Samosa sale will be on Wednesday, October 13th
- o ~150 will be ordered by Shilpa and will arrive at 11:00 am
    - Kevin (on break 10:30-11:30) will be there to take them
    - Punit will sell from 11:30-1:30
    - Cathy will sell from 1:30 – 2:30
    - Luay will sell from 2:30 on [if any left]

➤ **Feed the FEE**
   - o After the first FEE exam on October 18th there will be timbits (~300) and soft drinks (4 cases) for the shocked students.
   - o Money allocated ~$75

➤ **Blues Pub**
   - o Held on October 29th, 2004
   - o Set up and decorations start at 3:00pm
   - o There will be: samosas, chips, little chocolates and candies
   - o Everyone must dress up and there will be a prize for the best costume

➤ **Banquet**
   - o Friday, October 8th, at 2:00pm Luay, Renato and Shilpa will visit the hotel to discuss the details. Meeting Mr. Xavier at the Marriot Chateau Champlain.
   - o Preliminary discussions on prices and the date

➤ **Livewire**
   - o Messages will be sent through the department

➤ **ExCESS e-mails**
   - o Up and running
   - o To access: e.g vpexternal@ece.mcgill.ca

➤ **New Business**
   - o Luay must get everyone's GPA because if anyone has an unsatisfactory standing (a GPA under 2.00) they will not be allowed to remain on the council.
   - o This is very important and Luay will be checking with the department also (so don't lie ☺)

➤ **Adjournment**

ExCESS Council Meeting
Meeting Minutes

Wednesday, October 22nd , 2004; 5:30 pm

Next Meeting: TBA

* if the date of the meeting is changed or the meeting is cancelled all members will be informed at least 2 days in advance

- ➢ **Approval of Agenda and Minutes**

- ➢ **Announcements**
  - o ***Microsoft Lecture:*** Game Development Using Managed DirectX. November 1, 2004 from 2:00 -4:00pm. You are invited to join Anothony Vranic, Academic Developer Specialist from Microsoft, and learn the basic concepts of game development. This session will focus on game development basics using C+ and Managed DirectX to build 3D games. All attendees will provided with full access to the examples and slides used for this presentation. At this event, you will also have an opportunity to learn about job opportunities in the industry and at Microsoft. Bring copies fo your resume to drop off. Register online. ExCess will help them advertise their activities.
  - o ***Server Training:*** 4pm in EUS Office, if you plan to serve at blues pub (food and beer)
  - o ***PLEASE DRESS UP FOR HALLOWEEN!!!!***

- ➢ **Microsoft Conference Call**
  - o About 30 minutes about webboard and lectures (which count as academic lectures) and the Imagine Cup (software design, movies, dissolving boundaries)
  - o If competition goes well for a team there is a possibility of going to Japan, but more information will be provided later

- ➢ **Samosa Sale Wrap-up**
  - o 63$ profit, but next time hoping to make more money
  - o Thank you to those who sold

- ➢ **Feed the Fee**
  - o 6-8 boxes of timbits
  - o Feed the fee went really well and thank you to those who helped

- ➢ **Samosa Sale/Blues pub**
  - o 250 samosas will be ordered for during the day and another 250 will be ordered for the blues pub
  - o For best costume there is a 20$ movie passes.
  - o Last call at 8:30

- ➢ **Banquet**
  - o Shilpa was able to get Teradyne to sponsor the banquet. They want the Silver Package
  - o Banquet will be on March 24th ,2005
  - o The banquet committee will be getting together to advance plans

- ➢ **Livewire (mass email)**
  - o Will be sent out on Monday and Luay will send a mass email to the students to inform them of activities

- ➢ **ECE Issues Committee**
  - o Mustansir is handling this committee and will bring up building issues to the department

- ➢ **New Business**

- o **Election:** Alberto wants to be U1 Computer Rep and now has a competitor for the position. Selcom will be held to decide who will have the position.
- o **Finance:** the finances are doing very well and we are capable of spending some money. Thinking of doing more for the banquet, or new foosball table, or scholarship.

➢ **Adjournment**

ExCESS Council Meeting
Meeting Minutes

Wednesday, November 3rd , 2004; 6:30 pm

Next Meeting: TBA

* if the date of the meeting is changed or the meeting is cancelled all members will be informed at least 2 days in advance

➢ **Approval of Agenda and Minutes**

➢ **Announcements**
- o **Next Microsoft Lecture:** November 18th, 2004 at 6:00pm in Trottier 1100
- o **Start announcing the ExCess food drive:** Charity still unknown. We will be collecting non-perishable (cans, pasta, soup packs etc.) basically anything that doesn't go bad. We will also collect clothes and blankets, anything that should be donated to charity. Will end the week of Rowdy-Day.

➢ **Blues-Pub**
- o We did a good job (Even when Luay wasn't there ☺)
- o Sold 31 cases of beer
- o Made a total of $370

➢ **E-week (food drive/movie)**
- o We have to come up with a concept for a movie with the theme of 7 Deadly Sins

➢ **Banquet**
- o The committee will be meeting on November 12th, 2004 at 2:00pm

➢ **Livewire (mass e-mail)**
- o Last one for the semester
- o Basically telling everyone about e-week, telling them about Microsoft competition and wishing them good luck for finals

➢ **Security issue**
- o Security is not allowed in the office and if we happen to see them in the space, it is our responsibility to inform them that they are not allowed in there.

➢ **New Business**
  o *IEEE:* used to be the association that planned all activities in the place of ExCess. They have died off, but now want to participate once again and asked for ExCess' help. We will help them publicize their events
  o *Phone:* decided to get rid of it and save the $240
  o *Food for Council:* the council will be going out for supper on November 20th, 2004 at 7:00pm to Bocaccino's Restaurant.
  o *Extra Money:* it has been decided that we will buy a new foosball table with the money. (~$800)

➢ **Adjournment**

ExCESS Council Meeting
Meeting Minutes

Friday, November 19th , 2004; 5:30 pm

Next Meeting: TBA

* if the date of the meeting is changed or the meeting is cancelled all members will be informed at least 2 days in advance

➢ **Approval of Agenda and Minutes**

➢ **2.1**
  o We made a jar to collect money for the food drive. We need canned food and maybe thinking of taking 100$ and buying food from Costco. We have 800 students and we always come in last for the food drive.

➢ **2.2**
  o The dinner Saturday night went well with a 10$ gift certificate given to each person
  o Marc bought the other 19″ Dell monitor for $35.

➢ **3.1 E-week Movie**
  o We need ideas for the e-week movie:
      ➢ MTV the real world (7 deadly sins/7 strangers living together)
      ➢ 7 deadly sins of ECSE?
  o The movie will be filmed on Monday, December 27th, 2004

➢ **3.2**
  o we need a departmental rep: Kevin Chambers? Or Junior?

➢ **4.**
  o Meeting on Monday with Prof. X.

- ➢ **5.**
  - o 55 people showed up to the Microsoft thing and we got 2 X-Box games from the last lecture and we should get 2 more for this one.

- ➢ **6.**
  - o We are spending up to 1000$ for the foosball table and will be going shopping on December 22nd,2004.

- ➢ **CUTC**
  - o 6 people to send and charge 100$ per person. The people chosen must do a presentation for the council and students.
  - o It will be in Toronto from January 20th-22nd. Everything must be registered before December 20th. The traveling cost will be about 200$ and there are 4 per room.
  - o We will request money from department/school.
  - o How to choose people? We have to wait for the department to fund it. But no matter what we have to have people chosen by 20th.

- ➢ **8.**
  - o Somehow Luay is CUTC Ambassador for McGill. Congratulations!!!!!

- ➢ **9.**
  - o Reports in EUS Office from last year. I apparently said, "We can keep a copy in the filing cabinet." VP's have to get reports done for January

- ➢ **10**.
  - o Website: Deadline is first day of school and it must be up.

- ➢ **Adjournment**

ExCESS Council Meeting
Meeting Minutes

Wednesday, January 26th , 2005; 5:30 pm

Next Meeting: TBA

* if the date of the meeting is changed or the meeting is cancelled all members will be informed at least 2 days in advance

- ➢ **Approval of Agenda and Minutes**

- **Announcements**
  - CS Games: If anyone is interested in participating, email the president of CSUS. They need engineers to join their team for various purposes... and the games will be held in Quebec City.

- **E-week Wrap-up**
  - We placed last during e-week with a total of about 927 points, which is about 1 point/person in the department.
  - The movie came in second to last (do we sense a little bias...hum!)
  - There is a comment about the whole situation with members of the e-week committee and their comments about ExCess students on the front page of *The Plumber's Faucet*.

- **CUTC**
  - McGill did well in Toronto over the 3 day competition (Luay, Junior, Renato, Farah)
  - Most participants were from a computer science and IT background with very few engineers
  - They won the Imagaine Cup Technology Business Plan

- **Book Sale Wrap-up**
  - Made a profit of $260
  - However, some people didn't follow the procedures, which created complications. Everything worked out, however we all have to be careful for anything else.

- **Feed the FEE**
  - On February 14th the students will have their first FEE exam and to console Cathy will handle Feed the FEE.
  - 300 timbits (~$45) and 4 cases of soft drinks from EUS

- **Open House (January 30th, 2005)**
  - *Volunteers:* everyone is helping with open house and we all need to meet at 11:00am in the MacDonald Lobby on Sunday
    - *Tours:* Marc, Billy, Renato, Kevin, Cathy, Shilpa (after2:00pm)
    - *Booth:* Hiba (all day), Shilpa (11:00-2:00), Roy (after 1:30)

- *for those giving tours, the tours will last about 1 hrs and there will be 4 demos. If the demos run past 7 minutes cut them off and continue.*

  - *Red Board:* Cathy finished the red board to be put up at the booth and Marc helped with the translation.
  - *Lab Demos:* when giving the tours remember to name the lab and the Professor and TA. (all instructions will be given to you)

- **Elections and Electoral by-laws**
  - There will now be Selcom for all executive positions
  - Students reps will still need 25 signatures for their positions
  - Shilpa will be CRO telling peoples when nomination period opens and closes. She will be taking care of the elections and will e-mail the results to the candidates.
  - Nomination period will begin after spring break and people applying will need to fill out a form like Appendix A

- ➢ **Book Sale Wrap-up**
  - o Made a profit of $260
  - o However, some people didn't follow the procedures, which created complications. Everything worked out, however we all have to be careful for anything else.

- ➢ **Banquet**
  - o The contract was signed and the baquet will be on March 24th, 2005
  - o We have the hall at Marriott Chateau Champlain, from 4pm - 3am
  - o Banquet Committee: Amit, Indra, Punit, Shilpa, Cathy, Renato
  - o The committee will meet on Friday, January 28th, 2005 at 4:30pm

- ➢ **New Business**
  - o *Foosball tablel:* if anyone hadn't noticed we received the new foosball table to the delight of...well everyone. From now on there will be many people in the office wanting to play and we'll have as many office hours as possible, but if anyone has to go let the people know and remember to lock up.
  - o *Foosball tournament:* Mustansir will be organizing a tournament and it's up to the reps to advertise it. !6 teams of 2 people at $10/team will be entered to play. The rules are up to 5 points best of 3. there will be 1st: $50, 2nd: $30, 3rd: $20 prizes.
  - o *Gaming:* The person e-mailing Luay really, really wants to do this and has drawn up a proposal.

- ➢ **Adjournment**

ExCESS Council Meeting
Meeting Minutes

Wednesday, February 9th , 2005; 6:00 pm

> **Next Meeting:** TBA
>
> ** if the date of the meeting is changed or the meeting is cancelled all members will be informed at least 2 days in advance*

- ➢ **Approval of Agenda and Minutes**

- ➢ **Announcements**
  - o *ExCess Blues Pub:* Friday February 11th, 2005

- ➢ **Blues Pub**
  - o We all have to be there, as many people as possible
  - o Cathy (I) will be preparing the beers at 3:30
  - o Shilpa will order samosas (~150) to sell that night
  - o Katrina and Andrew will help serve once some of us are gone

- ➢ **Tournament Wrap-up**
  - o Everything is going well; all teams are enjoying themselves
  - o It will end on Friday the 11th with the prizes given and $80, $40, $20 for each ranking
  - o Many have asked if we'll be hosting another tournament; it's a possibility, but we made no profit off of it

- ➢ **Book Sale Wrap-up**
  - o Made a profit of $260
  - o However, some people didn't follow the procedures, which created complications. Everything worked out, however we all have to be careful for anything else.

- ➢ **Feed the FEE**
  - o On February 14th Cathy (I) will be ordering the timbits
  - o On Friday February 18th Billy will help bring up the soft drinks and the timbits for the student
    - ➢ Billy we'll meet at Tim Hortons at 8:30 Friday morning

- ➢ **Teacher of the Year Award**
  - o ***Reps:*** Announce to all your classes that we need them to nominate their favorite teacher and bring the form to class. Pass it around and have everyone fill it out.
  - o Once the form is filled out at the top of the paper write which teacher got how many votes
  - o ***Lab Demos:*** when giving the tours remember to name the lab and the Professor and TA. (all instructions will be given to you)

- ➢ **Selection of New Council**
  - o We all need to find replacements for our positions
  - o Thinking of having Farah run for president of Excess

- ➢ **Banquet update**
  - o Everything is going well; the first payment has been made and the second is on it's way
  - o It's a semi-formal event with a grand prize of an i-pod mini engraved with this banquets information

- ➢ **Report**
  - o We all need to write reports on the activities of this year
  - o Reps need to write about ½ a page on the events and things they have participated in
  - o VPs need to write about 1 page to 1 ½ pages on the events that they've organized
  - o Luay will send the templates by e-mail and everything should be handed in the Friday before march Break (February 18th)

- ➢ **New Business**
  - o ***Clean Up:*** The Faculty is threatening to close Trottier on weekends because people are eating in the rooms and near computers and not cleaning up after themselves. Reps need to make an announcement to their classes so that this doesn't happen
  - o ***Lap tops:*** The department has decided that once the computers in Trottier are no longer useful they will not replace them with other ones. Instead they would oblige students to get lap tops.

> - o *Gaming:* we will not be helping organize this, but it is allowed if no one needs the computers to do work.
> - o *VP Internal:* Shilpa had a meeting with vp internals of other departments and ideas for various activities to bring the departments together are needed. If anyone has suggestions e-mail them to Shipa.

- ➢ **Adjournment**

ExCESS Council Meeting
Meeting Minutes

Wednesday, March 2nd , 2005; 5:30 pm

Next Meeting: TBA

* if the date of the meeting is changed or the meeting is cancelled all members will be informed at least 2 days in advance

- ➢ **Approval of Agenda and Minutes**

- ➢ **Announcements**
    - o Peter is running for VP Communications of SSMU
    - o Billy is running for VP Communications of EUS

- ➢ **Teacher of the Year**
    - o We got a 40% cote compared to a usual 5% vote
    - o The winners (a tie) were Hamoui and Giannacopoulos

- ➢ **Selection of new council**
    - o There will be Selcom on Friday March 11th and the question will be written by the person holding the current VP
    - o Those attending the Selcom
        - ▪ Cathy, Renato, Billy, Indra, Shilpa, Luay
    - o People running for positions
        - ▪ Alberto: VP External
        - ▪ Kevin W: VP Internal
        - ▪ Katrina: VP Administration
        - ▪ Mustansir: VP Academic

- ➢ **CRO Messade regarding nomination period**
    - o Nomination period started February 28th and is ending march 9th

- ➢ **Banquet update**

- o So far there are 52 tickets sold (including profs and council) but everything is selling well.
- o DJ and Jazz band are booked and ready
- o Renato and Billy MCing

- ➢ **Reports**
  - o Due on March 4th 2005

- ➢ **New business**
  - o Crossover diner with new council and old council
  - o Probably at Casa Grecque

- ➢ **Adjournment**

Appendix E: CUTC Report

McGill Delegation CUTC 2005 Report

Introduction

In the middle of an Ontario-centric conference, the small delegation from McGill University managed to distinguish itself from the pack and prove its reputation as one of the top performing Universities in Canada. It was McGill's first appearance at this annual technology conference which brings together many of the country's best and brightest undergraduate engineering students in a true meeting of the minds. McGill was represented by ECSE students Luay El-Ghafari, Junior Galdones, Farah Qasemi and Renato Rispoli.

Incorporated into the conference was the launch of Microsoft's Imagine Cup 2005, an international technology competition. Delegates competed in one of five categories: Visual Gaming, Office Designer, Short Film, IT IQ, Technology Business Plan. We are proud to report that the McGill foursome of El-Ghafari, Galdones, Qasemi and Rispoli participated in the Business competition and were awarded first prize in their category. Awards were presented at the CUTC Banquet and the winners from each category were encouraged to participate in further rounds, with the Imagine Cup finals being held in Yokohama, Japan.

In addition to the imagine cup, other activities were held such as Technology Workshops, Seminars, Panel Discussions, Technology Exposition and Think Tanks. Keynote addresses featured some of Canada's top IT leaders, including David Yach, Senior VP of Research in Motion, Eugene Roman, Group President of Bell Systems and Technology, Allan Vermeulen, CTO and VP of Amazon, and Rosaleen Citron, CEO of Whitehat Inc. These industry leaders conducted interactive, informative talks and shared with the over 500 delegates their perspectives on the future of technology in Canada.

The McGill team also attended several seminars covering a variety of topics, including: change management, peta-scale supercomputing, and broadband communications.

Keynote Speakers

David Yach – *Senior VP, RIM*

Research in Motion was one of the first company's to address the need for mobile access to corporate information through the release of their Blackberry device. David Yach addressed the growing demand for interactive, secure access to corporate data through a wireless medium. In his talk, Mr. Yach

discussed the constraints that govern wireless communication with contrast to the heavily deployed wired networks. Wireless access to corporate data may be conceptually simple but poses several implementation problems. According to Yach, issues include portability (Routing, coverage zones, reliability), constraints (battery life, bandwidth and latency), and asymmetry. Yach's mathematics background was expressed through real-world economic analysis of the costs associated with wireless data transfer and the proposed network implementation solutions. Aside from the technical functionality of any proposed solution, the design engineer must be wary that the implementation is usable, maintainable, scalable, and affordable.

Eugene Roman – *Group President, Bell Systems and Technology*

"The future is yours to create, not simply to ride."

- Eugene Roman

Bell is Canada's leading telecommunications company that is currently in the process of developing new technologies to better the lives of Canadians. The focus now is on Broadband Communication and Voice over IP, enabling users to transmit data and voice through the high speed internet medium. Aside from Bell's emerging products and services, Roman's talk emphasized that students need to take a more proactive approach on the future of technology, through their career paths. He encourages the students in attendance to imagine new possibilities and nonconformity. Through a recruiting pitch for his company, Roman took the opportunity to inform the audience, which comprised some of Canada's IT elite, to think about how their ideas and Bell's resources could fuse together to lead the way to an innovative future.

Allan Vermeulen – *CTO and VP of Amazon*

"Allan Vermeulen has to be the best of the keynote speakers that I attended while at the CUTC" writes Junior Galdones. He had an incredibly enthusiastic way of speaking and a very charismatic and easy to like personality. From the beginning he had the audience with his witty humour and his interesting analogy between Thomas Edison and the creation of the light bulb and the evolution of web services. First he describes Amazon as a technology company, somewhat of a mix between retail and internet, we as consumers are interacting directly with the business Amazon.com. As he describes web services, he thinks of it as a way for businesses to communicate with each other.

The current goal of Amazon Web Services (AWS) is to allow third-party developers to access the huge database of products and information that is available through Amazon.com and to use it to build their proprietary applications and websites for the use of business and/or otherwise. The idea behind web

services is fantastic not only because it allows for innovation by all sorts of developers but also from a business point of view it may be lucrative for Amazon and even for the developers themselves. If a developer is able to make profit from his/her site while using AWS then they are required to pay Amazon a royalty fee for using their services. Therefore it was not surprising to note that some people have put AWS to good use and have been able to make a living off of their websites. What can you do with Amazon Web Services you may ask? Well the presentation was filled with great demos of simple applications built with AWS, a few sites worth seeing are: www.simplest-shop.com, www.amazonlite.com, www.musicplasma.com, www.googleduel.com and www.baconizer.com. While these applications may seem "Mickey-mouse" the possibilities are endless, and all it takes is one simple idea to get the ball rolling. To conclude, this speaker's address was a great introduction to the concept of web services, and by the looks of things there could be tremendous job potential for future ECSE students.

Rosaleen Citron – *CEO of Whitehat Inc.*

When Rosaleen Citron speaks in front of a crowd, she truly takes over the room. She projects an aura of confidence, leadership, humour, energy and most importantly courage.

She is the chief executive officer of Whitehat Inc., an industry leading Information Technology Security Provider. Due to security concerns and strict confidentiality policies, Whitehat can't make the list of its clients public, but it can be assumed that some of today's leading corporations have utilized Whitehat's services to secure their IT systems. The IT security industry is a constantly evolving one. With the constant innovation and improvement of the skills of today's "hackers", a company's IT systems are in constant danger of being attacked by outsiders. Important information may be prone to attacks by viruses, Trojans and an endless list of predators that can use the smallest security hole to take over the entire database of a multi-million corporation. It's in a world like this that the services of companies like Whitehat are not only required but crucial to a company's survival.

Before being named as Chief Executive Officer of WhiteHat Inc., Ms. Citron gained valuable experience with one of the worlds largest Enterprise Software Providers and ISS Technologies Inc., a Bell Canada subsidiary. In 1993, with two decades of experience in the Canadian software industry, Ms. Citron founded 4comm Inc. as a computer security solutions vendor. With her customer support philosophies, extensive experience and industry knowledge she was instrumental in pioneering enterprise-wide security solutions for Fortune 500's in a specialized market sector in its infancy.

Ms. Citron is one of Canada's top women executives in high tech. She's engaged for her insight and expertise in publications such as the Globe and Mail, the Business Journal and the Wall Street Journal.

As an active member of the Computer Security Institute (CSI), the Information System Security Association (ISSA), and the Women's Executive Network, Ms. Citron is actively pursued for speaking engagements throughout North America. Ms. Citron is amongst the Profit and Chatelaine Top 100 Women Business Owners for 2002 & 2003 and has been nominated for the Ernst and Young Entrepreneur of the

Year Award. Most recently Profit Magazine had nominated Ms. Citron as Canadian Woman Entrepreneur of the Year.

The keynote speech by Rosaleen Citron was very impressive and influential. Her speech was full of tips and suggestions to newly graduates in the field of IT who would like to go the extra mile and work their way up to entrepreneurship in this highly competitive and evolving industry. Some of her helpful tips and advice are as follows:

- Know something about everything and everything about something.
- Be a team player.
- Run, don't walk, when opportunity knocks.
- Set goals and live them.
- Learn the meaning of "endurance".
- Don't pay attention to others. Your work alone should be the focus of your attention.
- Have one-on-one talks with your boss.
- Bosses have the right to see what you're doing at your workspace. Don't assume that you can keep anything from them on the job.
- Make the distinction between "job" and "career path". Let go of the former; keep the latter.
- Learn to recognize unexpected opportunities (detours in your career path)
- Find mentors and keep them.
- Listen to your gut feeling.
- Stay at the top of your work.
- Never stop learning.
- Choose your life partner wisely. They play a very important role in everything you do.
- Get as many certifications as you can.
- Don't mark time. Go the extra mile.
- Keep corporate info to yourself.
- Stay open to relocations.

On being asked a question about women in engineering and the IT field from the McGill delegation, she gave a very impressive short speech about the empowerment of females in this industry.

Seminars

Off-site seminar – Bell TechTour of the Broadband Home

Bell's Broadband Home showcase at 207 Queen's Quay is the most recent display demonstrating Bell's latest products and services under the Consumer Services Development team. The delegation learned more about why Bell is a leader in technology, what it is like to work at Bell, the people, the work environment, and experience the vision of Bell's Broadband Home. The tour will included a couple of

presentations from the consumer services development team and the HR department while also demonstrating some of the recently launched products such as Sympatico MSN services, online gaming, music store, VDSL and other products and services in development.

Bob Picard, Partner Brock Solutions – Change Management

Projects within an organization usually require employees to adapt to a new process or environment. Projects that are driven by costs reductions, acquisitions, divestitures, or regulatory compliance are likely unpopular with current employees. Special attention, beyond traditional engineering project management techniques, is needed to change negative behaviors and culture for long-term success.

The presentation described a proactive approach to managing this aspect of a project and the set of tools that should be used by project leaders and supported by management. When these tools are used effectively, the culture change required from existing employees will be more successful, lifecycle costs will be reduced, and the change will be sustainable.

Jim Mitchell, Sun Microsystems Labs - Towards a Peta-Scale Supercomputer

In July, 2003, DARPA (the U.S. Defense Advanced Research Projects Agency)awarded Sun Microsystems one of three 50M$US contracts for a 3-year research program to develop in an integrated way the technologies that Sun would use to develop a peta-scale supercomputer in the 2010 time frame. DARPA calls this the High Productivity Computing System (HPCS) program.

Sun's notional system that we are exploring is called Hero (because it can be of heroic size). Perhaps its single most important technology is Proximity Communication, which enables chips in a system to communicate without wires by being placed every close to one another. The biggest impact of proximity communication is that it enables Sun to develop a peta-scale machine with a globally addressable memory, which not only has high performance, but which also increases programmers' productivity by enabling a much simpler programming model than current, "cluster-like" supercomputers.

In his talk, Jim Mitchell described some of the fundamental technologies in Hero and how it can increase productivity in technical and scientific computing.

Technical Workshop

Beyond Email: BlackBerry Data Communications - RIM

RIM's BlackBerry handheld can be used for communication beyond email. This Lab consisted of two parts. In the first part, we learned to use a server side application to "push" an image to a BlackBerry. Then we had the opportunity to complete a BlackBerry application that listens for the incoming pushed data, accepts the pushed image data and displays the image on the BlackBerry. In the second part, we

completed a BlackBerry application that connects to a web server, and then downloads BlackBerry Plazmic content for displaying.

Tech Expo

TechExpo is an event that showcased a diverse portfolio of technology, and offered delegates a high level of interaction with vendors, academic researchers, and undergraduates alike. Engaging personalities, special events, and an exhibit floor with cutting edge technology solutions for both today and tomorrow were all part of the TechExpo experience.

For companies, the TechExpo offered the opportunity to talk one on one with a younger market on a more personal level. TechExpo encompasseed a wide variety of technological solutions, and showed not only what is attainable for the present, but what the future is capable of. In essence, TechExpo offered the delegates a sneak peek at the newest wave of technology, and gave the exhibitors the chance to demo their products to a prime demographic. TechExpo was all about bringing the future one step closer.

Imagine Cup

The Imagine Cup is an annual event held by Microsoft Corporation. It brings together thousands of students from all over the world in competition based events that range from movie making to software coding. CUTC kicked off the Imagine Cup events by hosting 5 events during the conference.

1. **Project Hoshimi – Save the day!**
   Like games? This interactive visual gaming seminar will be sure to get your pulse racing! You are Ori, and your beloved Professor Hoshimi needs your smart nanobots to help him fight the deadly disease within his body. Help save the day by planning strategy and programming your own artificial intelligent bots using Imagine Cup's official contest AI SDK.

2. **The Spirit of CUTC**
   Capture the spirit of CUTC through creative media! Delegates will take a series of photos and/or videos and incorporate them into a short film or slideshow that expresses the spirit of our conference. Take a dive into the heart of CUTC and see if your presentation can rise above the others. Group sizes must range from 1 to 3 members and each group must supply their own digital camera.

3. **IT IQ**
   Think you know your stuff? IT IQ is a fast-paced interactive game where participants race to complete thrilling questions. Players can demonstrate their expertise in the IT field, or just come out to show their competitive spirit. Teams will have to think fast on their feet and work together to be acknowledged as champion.

4. **MS Office Mindstorm**
   Tell Microsoft what you really think of their Office Suite of applications! Put your creativity and imagination to good use and present your ideas for add-ons or improvements to an MS representative. This is a fantastic opportunity to work with Microsoft and voice your opinions. Microsoft is waiting to discover you!

5. **Let's Do Business!**
    Imagine a world where technology dissolves the boundaries between us. Are you interested in starting a sustainable business that serves and betters society? This workshop will guide you through the early stages of business planning, featuring a guest speaker who will share his insight and knowledge of the entrepreneurial world. Learn the ins and outs of creating a successful proposal and put your creativity and business instincts to practical use!

This was the first time McGill was represented at CUTC. We participated in the *Let's Do Business!* event and won first place. Awards were presented to the delegation during the closing banquet.

Think Tank

ThinkTank is an event that allows leaders from industry and academic institutions to come together with delegates to discuss important economical, environmental and societal issues. This event was an opportunity for delegates and leaders to brainstorm and discuss ideas, opinions and criticisms that deal with certain contemporary issues pertaining to technology. The focus was on initiating discussion, producing potential solutions to pressing problems, and allowing the delegates to make new connections. ThinkTank is as much about the experience of expression as it is the ideas that come out of it.

Several questions were pondered such as:

1. How can we create the necessary environment and capabilities to stimulate innovation in Canadian society?

2. What can we do to foster collaboration among individuals and organizations (e.g. government, industry, and academia) in Canadian society?

3. How can we create the necessary environment and capabilities to stimulate entrepreneurship in Canadian society?

4. How can we create the necessary environment and capabilities to stimulate leadership in Canadian society?

5. What can we do to encourage responsible use of technology in Canadian society?

Delegates were randomly seated in groups of ten, and each table was assigned a notable figure from the industry and/or the academic world. The fact that this event created an opportunity for the delegates to come together and mingle was greatly appreciated. One of the delegates, Farah Qasemi, was part of the table that was assigned the topic: "*How can we create the necessary environment and capabilities to stimulate entrepreneurship in Canadian society?*"

The team was to discuss possible answers to this question under the supervision of John Hantaoumakos, a leading IT consultant in the Canadian IT industry, and CEO of Hanell Consulting Inc. Following are the issues the team touched on, while discussing this topic.

"How can we create the necessary environment and capabilities to stimulate entrepreneurship in Canadian society?"

➢ *The difference between "self-employed" and "entrepreneur"*

You need to have a business of your own to be self-employed. To be an entrepreneur, you just need to start something new and market it. You can be an entrepreneur while working for someone else – even in a corporation!

➢ *How do you become an entrepreneur? Are you born one? Do you have to go to school for it?*

You certainly have to have certain personality traits to be able to survive as a successful entrepreneur. However, assuming that if you "have it in you", you don't need any schooling or education is not very smart. The "education" doesn't necessarily have to be in the form of a university degree – you can teach yourself the principles of entrepreneurship at home using books and online tools. Mentorship and inspiration are also key components in training to be an entrepreneur.

➢ *What are some important entrepreneurship "drivers"?*

- Passion
- Ability to take risks
- Leadership
- Ambition
- Communication skills
- Self Motivation
- Desire to be one's own boss
- Support by those around you

➢ *Can you be an entrepreneur while working for a corporation?*

If you think studying in the IT field means getting chained to your computer for the rest of your life, you're wrong. You CAN get out on your own. Even 'within' the corporation you're working for. Many pointed out that once you graduate, you really can't be picky about the type of job you choose, because your first and foremost priority is finding a job in your field that pays well! However, the misconception that's common among many graduates is that entrepreneurship simply can't be tried or attained successfully that early on in one's career. No matter what the size of the company you work for, you still can be an entrepreneur, while keeping your own job. It's easier in smaller companies. However, the one thing that should be kept in mind is that whether you work as an entrepreneur from "inside" or on the "outside" of a major corporation, you still have to do everything to sell your idea. Being on the inside certainly gives you advantages, but you can't assume that just because you're on the inside you have it much easier than the others.

➢ *How can we create the necessary environment and capabilities to simulate entrepreneurship in the Canadian society?*

Keeping all of the above in mind, following are the conclusions our team came to:

- We need education and resources readily available in our society for those who want to take a shot at entrepreneurship. There should be different types and levels of education available so that those who face certain restrictions (time, money, dedication etc) can still have access to learning all the basics of entrepreneurship with no hassle.

- Education comes hand in hand with mentoring programs. Mentoring is very important in the development and encouragement of entrepreneurship in the society. A lot of entrepreneurship skills can't be learned from books – learning comes from experience. Those who have had this experience should be able to pass on their knowledge to those who are new in the field, again, with no hassles.
- Inspiration is definitely needed for the society to welcome entrepreneurship with open arms. The government can play a part by projecting not only the failures of entrepreneurship (Enron, anyone?) but also by promoting the successes that new entrepreneurs have faced. Media plays a very important role in forming a society's opinions and ideas. We need more supportive media outlets when it comes to entrepreneurship in the society.
- Family education and awareness is vital. Many people simply don't try their shot in entrepreneurship because their families don't support them enough. Many families would rather have their newly graduates work under stable, non-risky conditions. This outlook needs to change.
- To distinguish and foster entrepreneurial skills early on in one's life, children's mentors and guidance counselors at schools should keep an eye out for such skills. They should make sure they educate those who are interested and make them fully aware of the qualities they need to acquire in order to become successful entrepreneurs.

Due to time constraints, these are the only issues we could talk about. All in all, ThinkTank was a very fruitful experience.

Acknowledgments

This conference was a first for the Electrical, Computer and Software Engineering Student Society of McGill University (ExCESS for short). When I was asked to be the McGill Ambassador to the CUTC two months before the conference, I was excited and worried all at the same time. I would like to thank the Faculty of Engineering, the Department of Electrical and Computer Engineering, and the Principal's Office for their generous donations. Without these funds, McGill would not have been so well represented at the Conference.

- Luay El-Ghafari, Ambassador to the CUTC

THE ELECTRICAL, COMPUTER, AND SOFTWARE ENGINEERING STUDENT SOCIETY (EXCESS)
LORNE M. TROTTIER BUILDING
3630 UNIVERSITY STREET ROOM 1060
MONTREAL, QC, H3A 2B2

MARCH 2005

Appendix F: Issues Committee Minutes

ECSE Issues Committee – Minutes

Date: February 28th 2005
Time: 13:30 pm
Location: MC603

Members present

Trevor Ahmedali (Grad)	Peter Kabal (Professor)
William Denman (U2)	David Lowther (Professor)
Tomas Dusatko (Grad)	Shilpa Mandhan (U3)
Indrayudh Ghoshal (U3)	Shie Mannor (Professor)
Warren Gross (Professor)	Mustansir Mukadam (U3)

Appointment of Chairman and Secretary of the Committee

Prof. David Lowther was appointed as chairman of the committee. Mustansir Mukadam was appointed as secretary.

Undergraduate Peer Advising

ExCESS proposed introducing peer advising alongside faculty advising. This concept is operational in various universities in North America (Berkeley, Stanford, Caltech). Prof. Lowther is fine with the idea and suggested that ExCESS could start its own peer advising sessions independent of the faculty advising. He also cautioned that the advice given to students regarding courses must adhere to their pre-requisites and co-requisities and that the required courses should be known to the advisor(s).

ATM Machine Trottier

Installing an ATM Machine in the Trottier building would be beneficial to both students and professors. Mr. Jonathon Roshaum will be contacted regarding this, and if required the McGill Ancilliary Department will be approached.

Text Book Change for ECSE 351

The text books used for ECSE 351 are different for the fall and winter semesters. The book used in the winter semester (Johnk) is regarded superior by students to that used in the Fall semester (Popovic). Prof Kabal mentioned that a course taught in both semesters should use the same text book. The ECSE Curriculum Committee will be the right place to solve this problem.

Introduction of Further Electronic Courses

ExCESS representatives mentioned that there was a dearth of electronic courses in the 400 and 500 levels. The department would require additional funds and more professors to introduce these courses. Another alternative would be to replace certain courses for electronic courses. Prof. Gross agreed and said that MACS was talking about introducing further courses and this was still in the initial stages. Problems foreseen include acquiring additional licenses for the softwares used in electronic courses.

Undergraduate students interested in taking electronic courses in the 500 levels must have a minimum CGPA of 3.2 to be eligible.

Trottier Cleanliness

Prof. Lowther raised the concern that students were littering the Trottier building during weekends. Pizza boxes, coffee cups, soda cans are found near/on the computers on the 4th and 5th floor. He emphasized that the building was for the students, hence was the students' responsibility and if further such incidences were reported then the building would be closed during the weekends.

Security Guards Concern

Security guards are using the ExCESS office to keep their jackets. Since ExCESS stores their personal belongings in the office the security guards should not be allowed in the office at all times.

There was also a concern regarding the loose security cables attached to the computers. This problem is being fixed.

Article in Gazette

Trevor Ahmedali brought up the topic about a recent article in the Gazette which suggested that the grades obtained by electrical engineering students at McGill were not reflective of their work and achievements. This speaks negatively on the academic excellence of McGill Engineering. The department is tackling this problem internally.

Further meetings

It was agreed that there would be at least one meeting per semester – late September in the Fall semester and late January in the winter semester. Additional meetings could be scheduled if required.

Appendix G: Council Nomination Form

EXCESS ELECTIONS 2005

Electrical, Computer and Software Engineering Student Society
Elections 2005

The following nomination form must be completed by the candidates for the positions of:
-President
-VP Internal, VP External, VP Academic
-Class Representatives

Of the Electrical, Computer and Software Engineering Student Society.

Only regular members of EXCESS are eligible to sign this nomination form. Candidates
must be in satisfactory academic standing to apply for a position.
For Representative positions, only students for that year (U1) may sign the form.

The President position requires 50 signatures.
For any other position 25 signatures are required. No signature may appear more than
once on any nomination form.

This form must be completed and returned to the CRO in the EXCESS
office no later than 5:00 pm on March 9th, 2005.

Any questions or concerns about the election and/or nomination process may be
directed to the CRO, by e-mail at vpinternal@ece.mcgill.ca.

EXCESS ELECTIONS

Official Nomination Form

We, the undersigned members of the Engineering Undergraduate Society do hereby nominate
_____ for the office of _____.

	Name (please print)	Student Number	Signature	Department	Year
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					

Signature of candidate : _____.

E-mail Address: _____.

Telephone Number: _____.

Appendix H: Executive Application Form

ExCESS Executive Application Form 2005

The following form must be filled out by applicants who are interested in the positions of *Vice President External, Vice President Internal, Vice President Academic, Vice President Finance and Vice President Administration* of the ExCESS Council. Fill this form out carefully because the Selection Committee members will place a lot of weight on your answers when making their final decision.

Position you are applying for: _____

Name of Applicant	**Telephone**	**E-Mail**
_____	_____	_____

Please detail your skills and experience relevant to this position.

_____

_____

_____

_____

_____

Please talk to a current or previous member of this position and indicate here what you have learned from talking to him/her.

_____

_____

_____

_____

_____

Name of the person you talked to: _____

What do you think you're getting into and what do you expect back from this experience?

_____

_____

_____

_____

_____

What changes and/or improvements would you make to this position, if any?

_____

_____

_____

_____

_____

What other things were you involved in this past year?

What other activities or organizations do you plan on being involved with next year?

What is your availability for Friday, March 11th, 2005 in the afternoon?

Please submit the completed form to the ExCESS Office (ENGTR 1060) by **March 9, 2005 at 5:00pm**. Interviews will be held on **March 11th, 2005**, and you will be notified by email of your interview time.

At the interview you will be given the opportunity to expand on the points on your application for and add any information you would like us to know. During this interview you will be asked some general questions and some only relevant to the position you are applying for. The question period will last 15 minutes, and you will also have a chance to ask questions that you may have,

Candidates running for the office of the *Internal, External* or *Academic* are also required to complete a nomination form with 25 signatures.

If you have any questions, please don't hesitate to drop by the ExCESS Office or email the CRO.
vpinternal@ece.mcgill.ca
To contact the executive, please email
vpexternal@ece.mcgill.ca
vpinternal@ece.mcgill.ca
vpacademic@ece.mcgill.ca
vpfinance@ece.mcgill.ca
vpadmin@ece.mcgill.ca

Appendix I: Funding Request Template

November 30, 2004

Subject: Funding request for the McGill Electrical, Computer, and Software Engineering Student Society

Dear Sherry Romanado,

CUTC (Canadian Undergraduate Technology Conference) is a conference that is attended and organized by undergraduate students. Representatives from academic institutions and corporations come to meet and reach interested, tech-oriented students from across Canada that share enthusiasm for cutting-edge technological issues.

The McGill Electrical, Computer, and Software Engineering Student Society (ExCESS) would like to send six delegates to the conference. Our goal is to bring back information and resources that would benefit our student body. In past years, ExCESS has sent delegates, but due to budgetary concerns, we have not been able to do this in 2 years.

The six delegates would represent the McGill Electrical, Computer and Software Engineering Department, the Faculty, and McGill University. The conference would give our students a chance to participate in educational dialogue with other Canadian Engineering Students.

Each delegate would have to prepare an extensive report detailing his/her experience, and describing each of the workshops and panels attended. Once the reports have been completed, they will be placed on the ExCESS website for the 800 or so Electrical, Computer, and Software Engineering students to read.

The conference is being held in Toronto between January 20 and 22, 2005. We are currently looking for funds to help us send our delegates. I have attached a copy of the expenses associated with the conference. The Faculty of Engineering has agreed to sponsor us for $1250. We were hoping that the university would be able to do the same. ExCESS is a student run association with very limited resources. We would appreciate your sponsorship greatly.

Thank you,

Luay El-Ghafari
President
McGill Electrical, Computer, Software Engineering Student Society

Appendix J: Sponsor Thank You Letter Template

January 4, 2002

Teradyne Inc.
Attention: Dominic Viens
321 Harrison Ave.
Boston, MA
02118 USA

Subject: Sponsorship of the McGill Electrical, Computer and Software Engineering Student Society (ExCESS)

Dear Mr. Viens,

On behalf of the ExCESS Council, I would like to thank you, and Teradyne Inc., for your generous donation to our student society. This donation will help us continue providing academic and social activities and services to our student body.

As part of the Silver Package, we have placed your logo and a link to the Teradyne web site under our sponsorship page. We will also be engraving the Teradyne name on the Sponsorship Plaque displayed in our student lounge. The Teradyne logo will also appear on the Banquet tickets, posters, and inside the evening program. If Teradyne wishes to include an advertisement, rather than just the logo in the evening program, we would gladly do so. We will be printing the evening programs in March and would therefore need the advertisement by March 1st, 2005.

If there is anything else, please do not hesitate to contact me.

Thank you and best wishes for the New Year,

_____

Luay El-Ghafari
President

Appendix K: Sponsorship Package

SPONSORSHIP PACKAGE

McGILL ELECTRICAL, COMPUTER, AND SOFTWARE ENGINEERING STUDENT SOCIETY

Tel.: (514) 668-5830
Fax: (514) 398-5004
Email: excess@ece.mcgill.ca

PRESIDENT'S MESSAGE

"...these aspiring engineers are privileged to be in one of the top 10 engineering programs In North America..."

Luay El-Ghafari, President

The students of the Electrical, Computer, and Software Engineering (ExCESS) programs form the largest chunk of the McGill Engineering Faculty. Numbering over 800, these aspiring engineers are privileged to be in one of the top 10 engineering programs in North America. With the opening of the new Information Technology building (funds donated by Lorne Trottier: President of Matrox Electronics) last year, our department has found a new home. This new building is solely dedicated to the Electrical, Computer, and Software Engineering and Computer Science disciplines. Outfitted with the latest technology, the IT building offers facilities such as wireless networking and "Intelligent classrooms" that give students a unique academic environment to further enhance the learning experience at McGill.

To complement the excellent academics at McGill, the members of the ExCESS Student Council support various activities to foster pride and create a social environment for students to imbibe the most out of their university experience. For example, ExCESS presents special lectures in which some of McGill's cutting edge research is presented to interested undergraduate students. We hope to expose students to the industry by visiting one of our sponsors over our Spring Break Road Trip. ExCESS also supports various intramural sports teams such as flagball, soccer, and broomball, and we organize several events year round from barbecues, and weekly Blues Pubs, to our extravagant Annual Year-End Banquet. As a corporate sponsor you have the opportunity to support the various activities ExCESS organizes and create an everlasting impression on the engineers of tomorrow. Our sponsorship packages are flexible with a view for negotiation to best suit your organization.

In hope of establishing a rewarding relationship with you and your company, I would like to thank you for the interest you have shown in the Electrical, Computer, and Software Engineering Student Society of McGill.

Luay El-Ghafari
ExCESS Council President
President@ece.mcgill.ca

THE ELECTRICAL, COMPUTER, AND SOFTWARE ENGINEERING STUDENT SOCIETY (EXCESS)
LORNE M. TROTTIER BUILDING
3630 UNIVERSITY STREET ROOM 1060
MONTREAL, QC, H3A 2B2

MARCH 2005

CHAIRMAN'S MESSAGE

*"ExCESS provides a dynamic
And stimulating environment
for training
the engineers of tomorrow."*

David Lowther, Chairman

The Department of Electrical and Computer Engineering offers degree programs in Electrical and Computer Engineering and Electrical Engineering Honors. Its goal is to create skilled engineers who are in demand around the world. Currently, the programs are ranked amongst the best 10 such programs in North America and the dedication of the professors and support staff to maintaining this position is second to none. Recently, the program was enhanced with the creation of a Software Engineering degree and this added another 300 students to the current body of over 800 undergraduates. To house this expansion, McGill University constructed a purpose designed building for the teaching of Information Technology related areas. This building is unique in that it is targeted purely at undergraduate education in Electrical and Computer Engineering and Computer Science. This project was made possible by a major donation from Mr. Lorne Trottier, President of Matrox Electronics, and an alumnus of the Department.

However, in as much as the professors and the University can work towards creating an exciting and dynamic educational education for our students, some part of their education must come from the environment they themselves create. This role is filled by the undergraduate students society, ExCESS. This society provides those essential components of an education that pure academics cannot. It trains individuals in leadership and organization; it provides the opportunities to experience the practical side of engineering and to see the career opportunities through industrial visits; and the sponsorship of lectures by individuals from high technology companies helps to emphasize the state of the art in many areas of interest.

Through working together the Department and ExCESS provide a dynamic and stimulating environment for training the engineers of tomorrow. I strongly support ExCESS in its drive to obtain industrial sponsorship for its activities. The funds raised through this activity are used to enrich the student experience in the Department. I would urge you to consider collaborating with ExCESS to maintain and develop its role in providing an engineering education that ranks amongst the best in the world.

David Lowther
Chairman, Department of Electrical and Computer Engineering

The newly constructed Lorne M. Trottier Building for Electrical, Computer, and Software Engineering has been made possible by the gift of $10 million by Mr. Lorne M. Trottier, the co-founder of Matrox Electronic Systems Ltd., and the president of Matrox Graphics Inc.

The building is dedicated to information technology, and, as such, has laboratories equipped with the latest equipment to conduct experiments in analog and digital design, signal processing and software engineering. The presence of close to 500 Pentium 4 workstations ensures that our students have ample resources to work with. Intelligent classrooms equipped with dual projector displays, DVD units, and document cameras further enhance the teaching of material to the students and help in their better understanding of the subject.

The building cafeteria is a great place to meet friends, discuss course work, complete assignments, or simply to have a cup of coffee. The ExCESS student lounge provides our students with a relaxed atmosphere where they can play foosball, surf the web, or catch some shut eye.

ACTIVITIES
WE OFFER

ExCESS End of Year Bash

ExCESS wishes its students the best of luck in their exams by throwing an end of year barbecue or pizza bash. The idea is to let students unwind before the exam session kicks off. This is one of our most successful outdoor events, and we know it will keep on growing.

ExCESS Sports Teams

In addition to academics and activities, ExCESS offers students the chance to join sports teams and compete against other departments such as mechanical, civil and chemical engineering. Flag ball and soccer are quite popular inter-mural sports within the faculty.

ExCESS Annual Banquet

The highlight of the year is the annual semi formal banquet which gathers close to two hundred students, staff and professors. This event recognizes students and professors who have made outstanding contributions to our department and provides a truly memorable evening, especially to our graduating students

ExCESS Academic Lectures

ExCESS organizes academic lectures touching on a variety of topics which include nanophotonics, optics, and microelectronics. These lectures are either given by a professor or a graduate student in the specific field. The goal of these lectures is to provide information that is of interest to our students, in a non-classroom atmosphere. We believe that these academic lectures enhance the students' educational experience and provide a means for them to further learn about topics and applications that might not usually be covered in their daily courses.

SPONSORING
EXCESS

The McGill Electrical and Computer Engineering Student Society is the largest and the most dynamic departmental engineering student society. ExCESS members constitute 800 high-profile undergraduate students registered in Electrical and Computer Engineering, with a graduating class of two hundred per year. It would be a great asset for any company to tap into such an important student population through Corporate Sponsorship.

Why do we need sponsorship?

To support our activities

Corporate sponsorship helps support our activities and services. Part of that funding is also used to buy academic equipment for students. It is due to this involvement that ExCESS has a strong campus presence.

ExCESS Banquet, 2004

To improve our academic and industrial resources

Sponsorship provides the resources for organizing and maintaining our seasonal series of lectures on the research being done at McGill. These lectures allows students to explore the types of departmental research and experiments conducted in our labs, as well as obtain genuine academic counseling for those interested in pursuing graduate studies.

Trottier Building classroom where ExCESS Academic lectures are held.

SPONSORSHIP OPTIONS

GOLD Package

-Value: 2000$ and above

Benefits for your organization:

Company exposure to the students

- Company's name engraved on our gold sponsorship plaque as our "2004 2005 Gold Sponsor" which will be displayed in the student lounge.
- Logo or poster of the organization appearing in our ExCESS Student Lounge and information board.
- Logo and link appearing on the ExCESS website.

Industry Lecture Opportunities

- Logo of the company appearing on all lectures advertising material.
- Multimedia presentation room available for presentation on the company's industry fields, and for recruitment and career opportunities.

Primary ExCESS Annual Banquet sponsor with

- Company's banner displayed in a visible location at the reception hall.
- 4 tickets to the banquet.
- The opportunity to address the guests (5 minutes).
- Logo of the organization appearing on promotional posters and website.
- Logo on ticket.
- One page of publicity inside the evening program (5" x 8").
- Honorable mention by the Master of Ceremony.

Other benefits

- Upon request, other options may be considered.

SPONSORSHIP OPTIONS

SILVER Package
-Value: 1000$ to 2000$

Benefits for your organization:

Company exposure to the students

- Company's name engraved on our silver sponsorship plaque as our "2004 2005 Silver Sponsor" which will be displayed in the student lounge.
- Logo or poster of the organization appearing in our ExCESS Student Lounge and information board.
- Logo and link appearing on the ExCESS website.

Secondary ExCESS Annual Banquet sponsor with

- 2 tickets to the banquet.
- Logo of the organization appearing on promotional posters and website.
- Logo on ticket.
- Half page of publicity inside the evening program (5" x 8").
- Honorable mention by the Master of Ceremony.

Other benefits

- Upon request, other options may be considered.

ExCESS SPONSORSHIP OPTIONS

BRONZE Events Sponsorship

-Value: 1000$ and below

Benefits for your organization:

Company exposure to the students

- Company's name engraved on our bronze sponsorship plaque as our "2004 2005 Bronze Sponsor" which will be displayed in the student lounge.
- Logo or poster of the organization appearing in our ExCESS Student Lounge and information board.
- Logo and link appearing on the ExCESS website.

Special Events sponsorship

- Company name associated with event.
- Company banner displayed at event.
- Logo of the company appearing on promotional posters and website.

Other benefits

- Upon request, other options may be considered.

The ExCESS council would like to thank you for considering ExCESS for sponsorship. We hope that you like what we have to offer.

Please keep in mind that we are flexible and we would be willing to consider any proposals and or conditions.

The ExCESS Council

Appendix L: Orientation Brochure

CONTACTING US

All comments and questions are welcome.
Please do not hesitate to contact us.

Call our office at
　(514) 398-1660 (Starting September 2004)
Call the President at
　(514) 668-5830 (Before September 2004)
Email the council at
　excess@ece.mcgill.ca (Starting September 2004)
Email the President at
　luay.el-ghafari@mail.mcgill.ca (Anytime)

The Council Members:

President:　　　　　Luay El-Ghafari
VP External:　　　　Mustansir Mukadam
VP Finance:　　　　Megin Fong
VP Academic:　　　Hiba Yamani
VP Internal:　　　　Shilpa Mandhan
VP Administration:　Cathy Axais

U2 Elec. Rep.:　　　William Denman
U2 Comp. Rep.:　　Marc Tomkinson
U2 Soft. Rep.:　　　Kevin Wong

U3 Elec. Rep.:　　　Indrayudh Ghoshal
U3 Comp. Rep.:　　Roy Arsan
U3 Soft. Rep.:　　　Shiv Bijlani

U4 Class Rep.:　　　Amit Bhogal

ExCESS

The Electrical, Computer, and Software Engineering Student Society

3630 University Street Room 1060
Montreal, Qc. H3A 2B2
Tel.: (514) 398-1660
Email: excess@ece.mcgill.ca
www.ece.mcgill.ca/~excess

THE ExCESS COUNCIL

THE ExCESS COUNCIL WELCOMES YOU TO THE ELECTRICAL, COMPUTER, AND SOFTWARE ENGINEERING DEPARTMENT.

This brochure gives you a brief overview of your student society.

PRESIDENT'S MESSAGE

First of all, I would like to welcome all of you to the Department of Electrical, Computer, and Software Engineering. You are now part of one of the liveliest, brightest, and most talented groups of people that you will ever have the chance to work, learn, and have fun with. So take advantage of it...

My name is Luay El-Ghafari and I am this year's President of the Electrical, Computer, and Software Engineering Student Society (ExCESS for short). It is an honor and a privilege to be your departmental president. I am a U4 Electrical Engineering student, and I have been involved with ExCESS and the Engineering Undergraduate Society (EUS) for a few years now.

As president, I am responsible, along with the rest of the ExCESS council, for keeping you informed about activities that we are organizing, for representing you at the departmental and faculty levels, for making sure that major issues do not go unresolved, and for providing an overall enjoyable and educational experience.

ExCESS if here for YOU!!! So please do not hesitate to contact us.

You can reach me directly at
luay.el-ghafari@mail.mcgill.ca
Or by calling 514-668-5830

Good luck to you all, and see you in September 04.

Luay El-Ghafari
President of the ExCESS Council

THE COUNCIL

The Electrical, Computer, and Software Engineering Student Society (ExCESS) represents all students studying in Electrical, Computer, and Software Engineering at McGill University. The students (YOU!) are represented by the ExCESS Council, which is composed of a president, 5 executives, and 10 class representatives (one for each program [Electrical, Computer, Software] per year, e.g. U2 Computer Rep).

The ExCESS Council will be looking to fill the positions of U1 Electrical, U1 Computer, and U1 Software reps. We are looking at all of you to fill these positions. If you are interested or if you have any questions, please email the president at luay.el-ghafari@mail.mcgill.ca

The student council's responsibilities towards the students include (among many others)

- Representing students on various committees (departmental, curriculum, etc.).
- Informing students of all university and engineering-related activities.
- Acting as a liaison between the Electrical, Computer, and Software Engineering Department and the students.
- Organizing various activities that foster school spirit, education, and participation in university life.
- Striving to improve all aspects of Electrical, Computer, and Software Engineering at McGill.

The Electrical, Computer, and Software Engineering Society currently counts roughly 850 undergraduate students, with approximately 250 new students entering the program each year.

ACTIVITIES WE OFFER

ExCESS organizes and runs many activities and events throughout the school year. Some of which are:

- **ExCESS Academic Lectures:** ExCESS organizes academic lectures touching on a variety of topics such as nanophotonics, optics, and microelectronics. These lectures are either given by a professor or a graduate student in the specific field. The goal of these lectures is to provide information that is of interest for our student, in a non-classroom atmosphere.
- **ExCESS Annual Banquet:** The annual semi formal banquet gathers two hundred students, including staff and professors. The highlight of the year, this event aims to recognize students and professors who have made outstanding contributions to our department and to provide a truly memorable evening.
- **ExCESS Sports Teams:** ExCESS offers the chance for students to join sports teams and compete against other departments such as mechanical, civil and chemical engineering. Flag ball and soccer are quite popular inter-mural sports within the faculty.
- **Blues Pubs:** ExCESS runs 3 blues pubs during the school year. These parties gather students from the entire faculty. Cheap food and beverages are sold during these events.
- **Used Book Sales:** ExCESS holds two used book sales during the school year. You can sell or buy text books at reasonable prices.
- **U1 Barbecue:** ExCESS welcomes Electrical, Computer and Software Engineering Freshmen by throwing a free of charge barbecue on campus. This event allows the new students to get to know each other and begin forming friendships.
- **End of Year Bash:** this event is held during the last week of the school year. This gives the students a chance to unwind before the exam session.

Appendix M: Book sale Seller Sheet

Seller Copy   **Seller Number:_____**

ExCESS Book Sale Registrations Form
(Do not fill in the blanks with italicized titles – for ExCESS use only!)

Name: _____

Signature: _____

ID number: _____

Telephone Number: _____ (other :_____)

Email address: _____

Program: Computer Engineering   _____
           Electrical Engineering   _____
           Software Engineering   _____

Number of Books: _____ (must correspond to number of books described below)

Course	Book Title and *Book ID*	Price	ExCESS Price
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

ExCESS is under no obligation to ensure the sale of any book brought to the Book Sale. All unsold books will be returned to their owners on Monday January 17th and Tuesday January 18th 2004. In addition, any money collected from sales will be duly returned to the seller on those days.

ExCESS marks up every book by 10% of the seller's asking price. If a seller asks for $60, the book will be sold at $66 at the ExCESS Book Sale. $60 (the asking price) will be returned to the seller and the student society will retain the mark-up revenue.

ExCESS Book Sale Schedule (in the ExCESS office TR 1060)

January 6, 7, 10, 11 (10:30-14:30): Sellers bring books to ExCESS Office (TR 1060)
January 12-14 (10:30-14:30):   Book Sale
January 17, 18 (10:30-14:30):   Money and unsold books are returned to sellers

ExCESS council member who received book: _____
Signature of ExCESS Council Member: _____
                                    Date: _____

THE ELECTRICAL, COMPUTER, AND SOFTWARE ENGINEERING STUDENT SOCIETY (EXCESS)
LORNE M. TROTTIER BUILDING
3630 UNIVERSITY STREET ROOM 1060
MONTREAL, QC, H3A 2B2

MARCH 2005

Appendix N: ExCESS Budget, 2004-2005

Note that at the time of publishing, this report did not reflect the final financial statements of the ExCESS Council.

		Budget		
Date	**Description**	**Credits**	**Debits**	**Account balance**
	Balance Brought Forward			**$ 6,400.00**
	Student Fees	$ 5,600.00		$ 12,000.00
Fall	U1 BBQ		$ 50.00	$ 11,950.00
	Mosaic		$ 280.00	$ 11,670.00
	BookSale	$ 375.00		$ 12,045.00
	Lecture Series (2)		$ 50.00	$ 11,995.00
	Blues Pub	$ 200.00		$ 12,195.00
	Feed the FEE		$ 73.00	$ 12,122.00
	LiveWire		$ 60.00	$ 12,062.00
	Samosa Sales (3)	$ 200.00		$ 12,262.00
	Phone(May-dec)		$ 328.00	$ 11,934.00
	Food Drive Donation	$ 245.00	$ 294.00	$ 11,885.00
	Council food		$ 200.00	$ 11,685.00
	Misc/office supplies/printing		$ 150.00	$ 11,535.00
	CLOSING BALANCE			**$ 11,535.00**
Winter	BookSale	$ 269.00		**$ 11,804.00**
	Lecture Series		$ 50.00	**$ 11,754.00**
	CUTC	$ 2,550.00	$ 2,550.00	**$ 11,754.00**
	Blues Pub	$ 150.00		**$ 11,904.00**
	Foosball table		$ 850.00	**$ 11,054.00**
	Feed the FEE		$ 75.00	**$ 10,979.00**
	LiveWire		$ 40.00	**$ 10,939.00**
	Banquet		$ 4,726.33	**$ 6,212.67**
	Cross Over		$ 300.00	**$ 5,912.67**
	Samosa Sales (3)	$ 200.00		**$ 6,112.67**
	End of Year bash	$ 300.00		**$ 6,412.67**
	Phone (jan-Apr)		$ -	**$ 6,412.67**
	Council food		$ 50.00	**$ 6,362.67**
	Misc/office/printing		$ 150.00	**$ 6,212.67**
	CLOSING BALANCE			**$ 6,212.67**

Appendix O: ExCESS List of Expenditures

Note that at the time of publishing, this report did not reflect the final financial statements of the ExCESS Council.

ExCESS Expenditures (2004-2005)

Account name: EES Dept. Exp.
Account #: 5920

Chq Req #	Payable To	Description	Total	Amount TaxOut	GST	PST	Billing Date	Req Date	Received
1	Mustansir Mukadam	Mini CD-R (10-pack) for Career Fair Fundraising	$17.24	$14.99	$1.05	$1.20	23-Sep-04	28-Sep-04	01-Oct-04
2	Luay El-Ghafari	4 Large Pizzas for ExCESS Council Meeting	$44.82	$38.96	$2.73	$3.13	06-Oct-04	12-Oct-04	19-Oct-04
3	Luay El-Ghafari	Taxi for ExCESS Banquet Meeting at Marriott	$7.80	$6.78	$0.47	$0.55	08-Oct-04	12-Oct-04	19-Oct-04
4	Luay El-Ghafari	300 Timbits for "Feed the FEE" post-exam party	$45.00	$39.12	$2.74	$3.14	15-Oct-04	22-Oct-04	27-Oct-04
5	Cathy Axais	Halloween Blues Pub decorations	$25.31	$22.00	$1.54	$1.77	10-Oct-04	25-Oct-04	27-Oct-04
6	Luay El-Ghafari	Halloween Blues Pub Famous Players Gift Certificate	$20.00	$17.38	$1.22	$1.40	26-Oct-04	27-Oct-04	27-Oct-04
7	Luay El-Ghafari	Halloween Blues Pub Poster	$5.00	$4.35	$0.30	$0.35	28-Oct-04	04-Nov-04	10-Nov-04
8	William Denman	Halloween Blues Pub food expenditures	$52.83	$47.38	$2.54	$2.91	28-Oct-04	04-Nov-04	10-Nov-04
9	Luay El-Ghafari	ExCESS Council Dinner Boccacino Gift Certificates	$150.00	$130.40	$9.13	$10.47	16-Nov-04	16-Nov-04	
10	Luay El-Ghafari	ExCESS Food Drive Purchase	$294.13	$294.13	-	-	15-Dec-04	15-Dec-04	15-Dec-04
11	Luay El-Ghafari	MS Lecture - Pizza	$140.00	$121.71	$8.52	$9.77	19-Nov-04	19-Nov-04	
12	EUS	Halloween Blues Pub Beer	$682.00	$682.00	-	-	29-Oct-04	29-Oct-04	29-Oct-04
13	EUS	Feed the FEE Pop	$28.00	$28.00	-	-	15-Oct-04	15-Oct-04	15-Oct-04
14	Luay El-Ghafari	ExCESS Movie Food	$59.82	$52.01	$3.64	$4.17	30-Dec-04	06-Jan-05	
15	Frank Galle	ExCESS Movie Expense	$6.90	$6.00	$0.42	$0.48	04-Jan-05	06-Jan-05	
16	Luay El-Ghafari	4 CUTC Registration passes	$396.00	$396.00	-	-	23-Dec-04	10-Jan-05	
17	-	Tsunami Relief Donation	$100.00	$100.00	-	-	13-Jan-05	-	
18	EUS	E-Week Blues Pub Beer	$132.00	$132.00	-	-	13-Jan-05	13-Jan-05	13-Jan-05
19	Luay El-Ghafari	CUTC - Train Fare	$759.17	$660.00	$46.20	$52.97	18-Jan-05	18-Jan-05	24-Jan-05
20	Amusement Classique	Foosball table	$862.69	$750.00	$52.50	$60.19	18-Jan-05	18-Jan-05	24-Jan-05
21	Luay El-Ghafari	CUTC - Hotel	$806.40	$701.07	$49.07	$56.26	21-Jan-05	24-Jan-05	26-Jan-05
22	Luay El-Ghafari	CUTC - Food + Taxi	$169.02	$146.94	$10.29	$11.79	21-Jan-05	24-Jan-05	26-Jan-05
23	Junior Galdones	CUTC - Food	$57.78	$50.23	$3.52	$4.03	21-Jan-05	24-Jan-05	26-Jan-05
24	Farah Qasemi	CUTC - Food	$17.34	$15.07	$1.06	$1.21	21-Jan-05	24-Jan-05	26-Jan-05
25	Renato Rispoli	CUTC - Food	$18.32	$15.93	$1.11	$1.28	21-Jan-05	24-Jan-05	26-Jan-05
26	Cathy Axais	Open House - ECSE Board	$10.32	$8.97	$0.63	$0.72	02-Jan-05	01-Feb-05	09-Feb-05
27	Luay El-Ghafari	Banquet - iPod Prize	$378.43	$329.00	$23.03	$26.40	06-Feb-05	11-Feb-05	
28	EUS	ExCESS Blues Pub Beer	$572.00	$572.00	-	-	11-Feb-05	11-Feb-05	11-Feb-05
29	General Store	Blues Pub Sandwiches	$15.00	$15.00	-	-	11-Feb-05	11-Feb-05	11-Feb-05
30	Luay El-Ghafari	Banquet - Deposit	$1,000.00	$1,000.00	-	-	26-Jan-05	01-Feb-05	02-Feb-05
31	EUS	Feed the FEE Pop	$28.00	$28.00	-	-	16-Feb-05	16-Feb-05	16-Feb-05
		Total Expenditure:	$6,901.32	$6,425.42	$221.71	$254.18			

Appendix P: ExCESS List of Revenues

Note that at the time of publishing, this report did not reflect the final financial statements of the ExCESS Council.

ExCESS Revenues (2004-2005)

Account name: EES Rev.

Account #: 4920

Description	Amount	Date Acquired	Date of Deposit
Book Sale - Fall	$379.05	22-Sep-04	22-Sep-04
Samosa Sale	$63.92	20-Oct-04	20-Oct-04
Computer monitor sale (Office Rev)	$40.00	25-Oct-04	27-Oct-04
Blues Pub + Samosa Sale	$1,115.42	29-Oct-04	29-Oct-04
Food Drive Fundraising	$172.50	09-Dec-04	09-Dec-04
Computer monitor sale (Marc & Punit)	$70.00	09-Dec-04	09-Dec-04
Sponsorship (Teradyne)	$1,000.00	02-Nov-04	
Fall Semester Student Fees	$2,812.50	15-Oct-04	15-Oct-04
MS Lecture - Pizza Reimbursement	$90.00	19-Nov-04	19-Nov-04
ExCESS E-week Blues Pub	$100.00	13-Jan-05	13-Jan-05
ExCESS E-week Blues Pub Beer	$131.75	13-Jan-05	13-Jan-05
Department funding - MS Lecture	$168.00	07-Jan-05	17-Jan-05
CUTC Funding - Faculty	$1,250.00	07-Jan-05	25-Jan-05
Book Sale - Winter	$269.00	14-Jan-05	14-Jan-05
CUTC Funding - Department	$500.00	17-Jan-05	25-Jan-05
CUTC Funding - McGill	$500.00	24-Jan-05	25-Jan-05
Sponsorship (Nortel)	$1,000.00	19-Jan-05	01-Feb-05
ExCESS Blues Pub	$843.05	11-Feb-05	11-Feb-05

| **Total Revenue:** | $10,505.19 | | |

Last updated: 2-Mar-2005

THE ELECTRICAL, COMPUTER, AND SOFTWARE ENGINEERING STUDENT SOCIETY (EXCESS)
LORNE M. TROTTIER BUILDING
3630 UNIVERSITY STREET ROOM 1060
MONTREAL, QC, H3A 2B2

MARCH 2005

Appendix Q: ExCESS Account Balance

Note that at the time of publishing, this report did not reflect the final financial statements of the ExCESS Council.

<div align="center">

Account Balance

</div>

Date	Description	Credits	Debits	Account balance
	Balance Brought Forward			$ 6,436.26
19-Aug-04	Monthly Phone Bill		$ 41.01	$ 6,395.25
27-Aug-04	U1 BBQ		$ 40.11	$ 6,355.14
13-Sep-04			$ 38.64	$ 6,316.50
16-Sep-04	Monthly Phone Bill		$ 41.01	$ 6,275.49
22-Sep-04	Book Sale - Fall	$ 379.05		$ 6,654.54
28-Sep-04	Mini CD-R (10-pack) for Career Fair Fundraising		$ 17.24	$ 6,637.30
29-Sep-04	Teradyne Sponsorship from previous year	$ 407.36		$ 7,044.66
5-Oct-04			$ 103.18	$ 6,941.48
12-Oct-04	4 Large Pizzas for ExCESS Council Meeting		$ 44.82	$ 6,896.66
12-Oct-04	Taxi for ExCESS Banquet Meeting at Marriott		$ 7.80	$ 6,888.86
15-Oct-04	Fall Semester Student Fees	$ 2,812.50		$ 9,701.36
15-Oct-04	Feed the FEE Pop		$ 28.00	$ 9,673.36
20-Oct-04	Samosa Sale	$ 63.92		$ 9,737.28
21-Oct-04	Monthly Phone Bill		$ 41.01	$ 9,696.27
22-Oct-04	300 Timbits for "Feed the FEE" post-exam party		$ 45.00	$ 9,651.27
25-Oct-04	Halloween Blues Pub decorations		$ 25.31	$ 9,625.96
27-Oct-04	Computer monitor sale (Office Rev)	$ 40.00		$ 9,665.96
27-Oct-04	Halloween Blues Pub Famous Players Gift Certificate		$ 20.00	$ 9,645.96
29-Oct-04	Blues Pub + Samosa Sale	$ 1,115.42		$ 10,761.38
29-Oct-04	Halloween Blues Pub Beer		$ 682.00	$ 10,079.38
2-Nov-04	Sponsorship (Teradyne)	$ 1,000.00		$ 11,079.38
4-Nov-04	Halloween Blues Pub food expenditures		$ 52.83	$ 11,026.55
4-Nov-04	Halloween Blues Pub Poster		$ 5.00	$ 11,021.55
16-Nov-04	ExCESS Council Dinner Boccacino Gift Certificates		$ 150.00	$ 10,871.55
19-Nov-04	MS Lecture - Pizza		$ 140.00	$ 10,731.55
19-Nov-04	MS Lecture - Pizza Reimbursement	$ 90.00		$ 10,821.55
21-Nov-04	Monthly Phone Bill		$ 41.01	$ 10,780.54
9-Dec-04	Computer monitor sale (Marc & Punit)	$ 70.00		$ 10,850.54
9-Dec-04	Food Drive Fundraising	$ 172.50		$ 11,023.04
15-Dec-04	ExCESS Food Drive Purchase		$ 294.13	$ 10,728.91
21-Dec-04	Monthly Phone Bill		$ 41.01	$ 10,687.90
06-Jan-05	ExCESS Movie Expense		$ 6.90	$ 10,681.00
06-Jan-05	ExCESS Movie Food		$ 59.82	$ 10,621.18
10-Jan-05	4 CUTC Registration passes		$ 396.00	$ 10,225.18
13-Jan-05	ExCESS E-week Blues Pub	$ 100.00		$ 10,325.18
13-Jan-05	ExCESS E-week Blues Pub Beer	$ 131.75		$ 10,456.93

13-Jan-05	Tsunami Relief Donation			$	100.00	$	**10,356.93**
14-Jan-05	Book Sale - Winter	$	269.00			$	**10,625.93**
25-Jan-05	CUTC Funding - Faculty	$	1,250.00			$	**11,875.93**
17-Jan-05	Department funding - MS Lecture	$	168.00			$	**12,043.93**
13-Jan-05	E-Week Blues Pub Beer			$	132.00	$	**11,911.93**
01-Feb-05	Open House - ECSE Board			$	10.32	$	**11,901.61**
01-Feb-05	Sponsorship (Nortel)	$	1,000.00			$	**12,901.61**
18-Jan-05	CUTC - Train Fare			$	759.17	$	**12,142.44**
18-Jan-05	Foosball table			$	862.69	$	**11,279.75**
24-Jan-05	CUTC - Hotel			$	806.40	$	**10,473.35**
24-Jan-05	CUTC - Food + Taxi			$	169.02	$	**10,304.33**
24-Jan-05	CUTC - Food			$	93.44	$	**10,210.89**
25-Jan-05	CUTC Funding - Department	$	500.00			$	**10,710.89**
25-Jan-05	CUTC Funding - McGill	$	500.00			$	**11,210.89**
11-Feb-05	ExCESS Blues Pub Beer			$	572.00	$	**10,638.89**
11-Feb-05	Blues Pub Sandwiches			$	15.00	$	**10,623.89**
11-Feb-05	ExCESS Blues Pub	$	843.05			$	**11,466.94**
01-Feb-05	Banquet - Deposit			$	1,000.00	$	**10,466.94**
16-Feb-05	Feed the FEE Pop			$	28.00	$	**10,438.94**
	BALANCE					**$**	**10,438.94**

THE ELECTRICAL, COMPUTER, AND SOFTWARE ENGINEERING STUDENT SOCIETY (EXCESS)
LORNE M. TROTTIER BUILDING
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MARCH 2005

Appendix R: Pictures from Events