

**IEEE Engineering in Medicine and Biology Society (EMBS)
Hong Kong Chapter
1st Executive Committee Meeting
11 September 2006, 6:30 PM - 8:00 PM
2/F Conference Room, HKPC**

A G E N D A

1. Call to Order/Roll Call (Hung)
2. Approval of the Agenda ¹ (Cheung)
3. Welcome of Members of the Executive Committee (Cheung)
4. Approve the proposal by Chair to incorporate Mr Bryan So of HKPC as Co-opted member of the Executive Committee ² (Cheung)
5. Discuss how the Executive Committee of the EMBS HK Chapter will be run in the coming year and term of service of the current Committee (Cheung)
6. Discuss the role of each member of ExCom and develop working plan (all)
7. Discuss ideas on the Technical and other Programs in the coming year (all)
8. Discuss the source of income and resources for the Chapter (Lam/Cheung)
9. A.O.B.
10. Next Meeting
11. Adjournment

Notes:

1. *It is IEEE standard that Agenda is to be approved by the meeting before the meeting starts. Hence our agenda is only a tentative one.*

2. *Chair has proposed to add a co-opted member for HKPC because they are very interested in EMBS activities and we shall hold our future meetings at HKPC (being central to all). Mr Bryan So has kindly agreed to serve and our first meeting will approve the appointment of Mr So as a member of the Executive Committee.*

3. *Useful Resources:*

Resources for IEEE Geographic Unit Officers

http://www.ieee.org/web/geo_activities/rab/scs/Resources/index_.html

IEEE Unit Officer Training

http://www.ieee.org/web/geo_activities/rab/scs/Resources/Officer_Training/index.html

Forms For IEEE Officers

http://www.ieee.org/web/geo_activities/rab/scs/allforms.html

IEEE Officer Qualifications

http://www.ieee.org/web/geo_activities/rab/scs/volunteer/qualify.html

IEEE HK Section

<http://www.ieee.org.hk>