

**IEEE Engineering in Medicine and Biology Society (EMBS)  
Hong Kong Chapter  
2<sup>nd</sup> Executive Committee Meeting  
14 November 2006, 6:30 PM - 8:00 PM  
Conference Room 2, 2/F, HKPC Building**

**A G E N D A**

1. Call to Order/Roll Call (Paul)
2. Approval of the Agenda (Paul)
3. Approval of the Meeting Minute of September 11, 2006 (Paul)
4. Report on the HK Section meeting of Oct 10, 2006 (Heather)
5. Report on the current financial situation of the Chapter (Edmund)
6. Report on invitation to distinguished lecturers (Xiaofei)
7. Report on the search for IEEE-EMBS HK student body and contact with student branches (Carmen)
8. Report on contact with the HK Section for newsletter announcement of founding of the Chapter and website setup (Kevin)
9. Report on Chapter website status <sup>1</sup> (Fei)
10. Discuss the source of income and resources for the Chapter (Paul / Edmund / Bryan <sup>2</sup>)
11. Discuss ideas on the Technical and other Programs in the coming year (All)
12. Comment on the design and content of the Chapter's website and newsletters (All)
13. A.O.B.
14. Next Meeting
15. Adjournment

**Notes:**

1. Chapter Website: <http://bme.ee.cuhk.edu.hk/ieee/>
2. Bryan will give an update on possibility of using the Professional Services Development Assistance Scheme (PSDAS)