

**IEEE Engineering in Medicine and Biology Society (EMBS)  
Hong Kong Chapter  
1<sup>st</sup> Executive Committee Meeting  
4 March 2008, 6:30 PM - 8:00 PM  
2/F Conference Room 1, HKPC**

**M I N U T E**

**1. Call to Order/Roll Call (Heather)**

ExCom Attendees: Bryan So, Edmund Lam, Fei Chen, Heather Ma, Kevin Hung, William Hau, Xiaoling Hu

Apologies: Carmen Poon

Heather called the meeting to order at 6:44pm.

**2. Approval of the Agenda (Heather)**

The agenda was approved unanimously.

**3. Approval of the Meeting Minute of November 6, 2007 (Heather)**

The minute was approved unanimously.

**4. Welcome of Members of the Executive Committee (Heather)**

Heather introduced the Chapter ExCom roster for 2008:

Chair: Heather Ma

Vice-chair: Edmund Lam

Treasurer: Bryan So

Secretary: Kevin Hung

Award Officer & Industrial Liaison: William Hau

Program Officer: Xiaoling Hu

Publicity Officer & Webmaster: Fei Chen

Membership Development & Student Activities: Carmen Poon

Carmen will also keep record of the EMBS HK membership list.

Y.T. Zhang will continue to serve as the Chapter's counselor.

ExCom extends a vote of thanks to the Chapter's past-chair, Paul Cheung, for his leadership and contribution.

**5. Report on Seminar Held on Dec 14, 2007 (Bryan)**

"Technical Seminar on Effective Design and Implementation of Electromagnetic Compatibility (EMC) Testing of Medical Devices" was given by Leong Wai (HKPC) at HKPC on Dec 14, 2007. More than 30

people attended. Then event was jointly sponsored by IEEE-EMBS HK Chapter, HKIE Biomedical Division, and HKPC. Bryan has passed the information to Fei for website update.

## **6. Report on Seminar Held on Jan 7, 2008 (Edmund)**

A seminar entitled "SPECT and Its Reconstruction Methods" was given by Larry Zeng (University of Utah) at HKU on Jan 7, 2008. 30 people attended. The event was jointly sponsored by IEEE-EMBS HK Chapter and the Department of EEE, HKU.

## **7. Report on HK Section Meeting (Heather)**

Heather had attended the HK Section Meeting on Feb 26, 2008. She reported to the Chapter ExCom the followings:

- Chapters can promote their activities on the Section's website
- Deadline for HK Section's newsletter is the end of every month

## **8. Discussion on Programs for 2008 (All)**

Edmund continued last meeting's discussion on a small-scale student paper contest. ExCom had concerns on participation, theme division, and criteria for judging papers.

Some suggestions were raised by ExCom:

- First look for interested participants;
- Merits certificates for outstanding papers;
- Judging papers based on research skills, presentation, and approach.

Heather suggested consulting other chapters who had similar experience, and performing a feasibility research first. The event can be held next year if there is not enough time.

Heather proposed that the Chapter be a co-sponsor for ITAB 2008 / IS3BHE 2008. The Chapter will not have time to recruit papers, but can instead organize a career development forum, in which invited speakers can share and discuss with students about opportunities in biomedical engineering. Heather will approach the conference's program chair for arrangement.

## **9. A.O.B.**

Fei will make the following changes to the website:

- Add recent activities on "home" page of the website
- Add links to the Chapter's past activities

ExCom will take a group photo immediately after next meeting.

## **10. Next Meeting**

**Venue:** 2/F Conference Room 2, HKPC

**Time:** 6:30pm – 8:00pm, May 13, 2008 (TUE) (tentative)

## **11. Adjournment**

The meeting was adjourned at 8:00pm.