**IEEE | SEM | Chapter 14 - Robotics & Automation Society**

**Monthly Officer Meeting Agenda**

📅 **Date:** [Specify Date]  
⏰ **Time:** [Specify Time] (ET)  
📍 **Location:** [In-Person / Virtual (Zoom Link)]  
🎙 **Host:** Chapter Chair

**Agenda**

**1. Call to Order & Roll Call (5 min)**

* Welcome by the Chair
* Attendance check (Chair, Vice Chair, Secretary, Treasurer)
* Approval of previous meeting minutes

**2. Chapter Leadership Updates (10 min)**

* **Chair’s Report:** General updates, chapter goals, IEEE directives
* **Vice Chair’s Report:** Member engagement, event coordination
* **Secretary’s Report:** Documentation, communication updates
* **Treasurer’s Report:** Financial status, budget planning

**3. Upcoming Technical & Networking Events (20 min)**

* Review of planned **chapter meetings, workshops, and conferences**
* Speaker invitations and partnerships
* Hands-on activities and member involvement
* Logistics and event promotion

**4. Membership & Outreach Strategies (15 min)**

* Recruitment initiatives
* Industry and university collaboration
* IEEE student and professional engagement
* Sponsorship and funding opportunities

**5. Financial Planning & Budget Review (10 min)**

* Review of current financials
* Upcoming expenses and reimbursements
* Fundraising and sponsorship plans

**6. Administrative & Compliance Tasks (10 min)**

* IEEE reporting requirements and deadlines
* vTools updates and event submissions
* Bylaws or policy revisions (if needed)

**7. Open Discussion & Action Items (15 min)**

* New initiatives or proposals
* Follow-up from previous meeting action items
* Assigning responsibilities for next month

**8. Adjournment & Next Meeting Date (5 min)**

* Confirm date/time for next meeting
* Summary of key takeaways and assigned tasks

**Additional Notes:**

* **Meeting Minutes:** To be recorded and shared by the Secretary
* **Action Items:** To be documented for follow-up
* **Next Steps:** Confirm responsibilities and deadlines