

Date: Jan 26 2026

Number of attendees	5
Topics covered	<ol style="list-style-type: none">1. Welcome our new Secretary Sunil Waghmore and new members.2. Subhadip provided an overview of IEEE SEM VTS chapter mission and summary 2025 activities.3. Sharan provided vTools overview for new VTS members.4. Announcement about the upcoming Spring 2026 conference organized by IEEE SEM Conf Committee.
Highlights	<ol style="list-style-type: none">1. First VTS Admin meeting of 2026 in IEEE SEM.
Action items	<ol style="list-style-type: none">1. Subhadip will schedule a meeting with Sunil to show more detail of vTools, Colabratec, Webex Request form and one pager expectation for VTS 2026 introductory note in WL.2. Sharan requested Sagar Mahajan to explore potential topics which can be relevant and valuable to SEM VTS members.3. Subhadip will submit an event report for this meeting.
Next Meeting	Admin Meeting - Southeastern Michigan Section Chapter, VT06 Monday, February 9, 2026

IEEE Collabratec link for IEEE SEM VTS Meeting Minutes:

<https://ieee-collabratec.ieee.org/app/workspaces/5979/IEEE-Southeastern-Michigan-Section/files>