

# MUN Computer Science Society

Meeting Minutes

August 20th, 2020

## Attendance

- Marty Whelan
- Jack Harry

*Meeting between current president and vice president to discuss the logistics of the upcoming online-only semester*

## Topics

### Actionable Items

- Adjust role descriptions for remote society
- Make post in #exec-general about pres/vice reelection stuff
- Adjust constitution appropriately after meeting.
- Create form for applications to roles that are vacant
- Build cog into Automata to post in general as the society
- Make post in #general about above form using the bot

### Website Rework

- Adding data should be easy
- Each section is a different semester with different semesters / instructors
- Anything below that is just hyperlinks
- Hosted from web app
- Might be able to make it generic enough for other non-cs depts. to use.

## Events

- Discord Workshop (Jack, likely Riley)
- React Workshop (Jack, maybe bring in others from CoLab to help too)
- Language Adventure, show different programming languages not usually covered in university settings

## Roles

- President
- Vice Pres
- Exec Assistant
- Tech Admin
- Social Coordinator
- Treasurer
- Event Coordinator
- International Rep
- 2 first year reps

## Role descriptions

- President:

Someone in the previous year's society must be internally elected by members of said year.

All encompassing, ensures functional, smooth, efficient operation of the society.

Oversees all activities and discussion.

- Vice President:

Same election process as the president.

Very similar to president.

- Executive Assistant:

Manages and transcribes all society discussion into official documents.

Coordinates society scheduling for meetings, events, and other activities ahead of time.

Manages society documents.

- Treasurer:

Manages society funds and banking accounts.

Handles all financial business.

Setting prices for events or sales items.

Processing payments (Square, cash box, etc)

Updating payment logs and cash box totals

- Tech Admin:

Manages Discord discussions.

Oversees any desired changes to discord.

Moderates discussions.

Handles posting for events, updates, etc. on behalf of society.

Misc. things within GitHub, such as keeping it clean and reviewing PRs.

- Social:

Manages social media accounts.

Posts updates and news from the society.

- Event:

Plans and coordinates events.

Includes planning. . . - Time, date, place. - Food, drink, etc.

Budgeting w/ treasurer.

- International Rep:

Helps bridge the gap between new international students and the society as a whole from a social and academic perspective.

- First year reps:

Helps represent new students.

Doesn't have to be as pivotal on the society, but might hold the torch of a higher position someday.