

# EDT Captains Meeting Minutes

Date & Time: September 24, 2018, 5:00pm

Location: Kaiser 2020/2030 (Tesla & Volta Room)

## I. Introductions and Attendance

## II. APSC Open House – Erin Fehr

Erin: fill out my form for outreach events in the community. It's easy, just a Qualtrics survey. Sometimes we give support (esp. For high school student outreach). Can share UBC viewbooks with you too. There's an insert for Manu, other than that it's all the same. Just looking for event target demographic info, not about how you personally are running events.

Erin: also, design team booths for display during the open house. Posters pop up banners, any cool things you have. Extra area for more displays (e.g. if you own rockets) can be made available. Also, an opportunity for presentations, need to be sent in and vetted in advance. Everybody gets an invite to the future leader's breakfast as well, will be sending out info about this.

## III. Safety – Richard

- Online RMS website change: [https://hse2.ubc.ca/custom\\_login/](https://hse2.ubc.ca/custom_login/)

Courses look *newer*, harder to find. Click on literally anything, design team orientation under "other". WHMIS/Bullying under research safety.

- First Aid Training

Huge change in first aid coverage on campus, now there are OFA3 attendants 24/7 (for workers) at 822-4444. Technically undergrads are not workers and should be calling 911 but the UBC attendants will attend if called. They're the ones in that rav-4. Not giving everybody OFA1 anymore, do have alternative training available "Save a Life training" that can be scheduled. It's shorter (4 hours as opposed to a full day), but still useful.

**Action Items:** Wilson needs to setup a Doodle form for dates

- Student Enhancement Fund (Past Reference: <https://goo.gl/yTRgQ9>)

Last year was the last year of obligation, many questions about whether this would continue. Gave them many letters and testimonials. Donor has agreed to one more year at half the amount (\$4k). This means we won't be able to provide the same level of coverage as previous years; budget is going to be tight. Consider additional sponsorship.

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Are working on getting a PPE sponsor for all teams, still very much in progress.

- Team Space Access Policy

Take the 3 courses (don't need to do the privacy one, you can do it anyways for fun/personal enrichment).

**Action Items:** Design teams please send in the updated roster to Wilson

- EDC and lower main mall space walkthrough schedule and time

Not many people wanted to walk with Richard. Will be sending out polls to teams who have access to those spaces, this will be a refresher. Pointing out basic issues, how to solve, basic safety facts.

**Action Items:** Wilson will send out availability poll for the refresher.

4 Cabinets are available for teams to use and are all lockable on a first come first serve basis. Currently, it resides in EDC 211. Contact Richard for details

## IV. EDTC Fund and Additional Scholarship – Katherine

- Explanation of the two funds

EUS passed referendum to continue the EDTC fund. Can be used to better improve team tools and other facilities.

Created 3 new scholarships this year. First one is the establishment for 3 new awards. Can nominate a member of the teams and decide on 3 people to award to. The team member gets \$500 and the team get \$750. Open beginning of October.

- Dates and Deadlines

Individual awards are opening at the beginning of October. The design team fund award will open beginning of the second semester.

## V. Faculty Reminder – Wilson & Minoli

- Ensure that student's privacy is protected

Need to follow FIPPA. You can take privacy matters course; it will tell you about this. Use programs that are FIPPA approved (i.e. SYNC)

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- Design team department status and policies
  - a. Cannot change department for finance reasons and if there are issues let us know. Don't leapfrog.

- CIE students as guests on design teams

Do teams want them? Conclusion: some teams do, some are confused.

**Action Items:** Need more clarity from Mike

## VI. Coordinator Updates – Wilson (5:45 – 6:10)

- Full Team Roster

Add to the SuperApp roster. Can give people access to EDC/CHBE, otherwise talk to the people who are in charge. Don't send it as a google sheets, or in plaintext in an email. Don't need all the cert. numbers.

Everybody needs to do WHMIS and EDT training, only new members take bullying.

**Action Items:** EDT send updated roster to Wilson

- ANSYS Update (info: <http://ansys.license.apsc.ubc.ca/>)
  - Team Captains send username and computer name to [team.engineering@ubc.ca](mailto:team.engineering@ubc.ca)
  - Any installation issues, email [cameron.smithers@ubc.ca](mailto:cameron.smithers@ubc.ca)
  - Other helpful links
    - [Cornell MOOC](#)
    - [ANSYS tutorials in CFD and FEA.](#)
    - [ANSYS Community](#)

- Group License for Confluence and Jira

Roughly half the teams are interested, nobody wants it enough to take it on. If anyone changes their mind let Wilson know.

- EDC 211 3D Printer

3DISON Rokit H7000, Makerbot Replicator 2X  
Broken and would like team take initiative in fixing  
No teams wanted to fix and may need to scrap

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- EDC 211 CNC Router WOOD
  - Torchmate (company of the Router)
  - Training session signup
  - People are interested, sign-up sheet passed around.
  - Hardware improvement
    - This machine can be improved, let us know if you want to.
- WiE/EDTC Discussions
  - Are you interested in optional discussions on retention of new members?  
Yes, scheduled to be late October or early November

- Slack

Is everybody here on Slack? Does Slack work?

Added additional people on Slack during break times

- Pizza

Are there enough food and selection of food?

Yes.

## VII. Team Business and Events – Minoli (6:10 – 6:20)

- Imagine Day Debrief
  - All the design teams should be in one location
  - Electricity or generator would be nice
  - No tent allowed but requires rain protection.
  - What projects are allowed on grass or area without weight restriction?
- SLS Feedback
  - Have session on how to hire new team members, managing teams, communicate in a difficult team situation
  - Have some of the session (ex. SuperApp) more readily available
  - SuperApp session is a little broad and can miss the intended target.
  - Discussions with peers are helpful
  - Have a mandatory session (SuperApp, Funding) and also have optional workshops (i.e. Recruitment)
- Interfaculty Recruitment

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- Use business students for project management or finance related tasks
- Can be hard to keep business students engaged
- Help retain admin team by giving them more hands on experience

**Action items:** When are events and reach out to Sauder students (BizTech)

[Link to the CUSunday](#)

- Applying for exam concessions for competitions and other trips
  - Talk to ESS for academic concession
- SuperApp Feedback
  - Could not go back and not sure exactly how that works
  - Need to review before submission
  - Excel pre-fill form is not detailed enough to tell the process
  - Need more info on Excel budget file
  - Have the deadline a little later