

**NANYANG TECHNOLOGICAL UNIVERSITY**  
**40<sup>th</sup> MAE Management Committee**  
**AY 21/22 MAEC Rally Session 1**

Date: 3<sup>rd</sup> September 2021

Time Started: 1030hrs

Venue: Zoom

<b>Election Committee</b>	<b>Position</b>
1. Lim Qian Ying Gina(406H) 2. Toh Chan Hong(763C) 3. Lim Jie Ying(716A)	Returning Officer Election Officer Election Officer
<b>Nominees for AY21/22 Management Committee</b>	<b>Position (Nominated For)</b>
1. Hong Jin Hao(412G) 2. Selvam Vinothini Vibhusha(585D) 3. Maximilian Chan Jun Feng(366K) 4. Kelly Goh Jia Yi(400E) 5. Swarnalakshimi D/O Ramesh(349J) 6. Muhammad Faisal Bin Abdul Manaf(182H) – Late with apologies 7. Lim Tze Shan Skyler(792G) 8. Oh Wei Xuan (530E)	Business Manager Logistics Officer Orientation Officer Orientation Officer Student Affairs Officer Publications & Publicity Officer Special Projects Officer Special Projects Officer
<b>Nominees for AY21/22 Union Executive Committee Representative</b>	<b>Position (Nominated For)</b>
-	-
<b>Outgoing Management Committee Members</b>	<b>Position Held</b>
1. Looi Hui Jun (866G) 2. Sim Liang Kuok(321L) 3. Moitra Ayush(022C) 4. Goh Yin Xian(120E) 5. Yap Zhi Han Darren(981F)	39 <sup>th</sup> President 39 <sup>th</sup> Sports Officer 39 <sup>th</sup> Honorary General Secreatry 39 <sup>th</sup> Orientation Officer 39 <sup>th</sup> Events Officer
<b>Audience</b>	
1. Lee Kun Rong (597F) 2. Fredrick Lee(928K) 3. Immanuel Tan Aik Jin(068D) 4. Lew Tee Hane Benjamin(240B) 5. Sim Qin Li(577K) 6. Yap Zhi Han Darren(981F) 7. Shome Mrigank(283G) 8. D H Nidula Wickmal(649J) 9. Sng Jing Hui Gabriela(738H) 10. Benjamin Tan(285G) 11. Kezia(643K) 12. Koh Da Min(461H) 13. Sze Yen(566E) 14. Immanual(068D) 15. Aishwarya(470C)	

- |                                       |
|---------------------------------------|
| 16. Pin Jie(379G)<br>17. Nidula(649J) |
|---------------------------------------|



## Meeting Agenda

1. Regulations Governing the Rally
2. Nominee for Business Manager
3. Nominee for Logistics Officer
4. Nominee for Orientation Committee Officer
5. Nominee for Orientation Committee Officer
6. Nominee for Student Affairs Officer
7. Nominee for Special Projects Officer
8. Nominee for Publications and Publicity Officer
9. Nominee for Special Projects Officer
10. A.O.B

Agenda	
1.	<p><b><u>Regulations Governing the Rally</u></b></p> <ul style="list-style-type: none"> <li>- All Candidates shall be entitled to 5 minutes for rally speech and 15 minutes of Question and Answer session.</li> <li>- Only the President, Vice-President(s), Honorary General Secretary and Honorary Financial Secretary (or equivalent) shall be entitled to 10 minutes for rally speech and 30 minutes of Question and Answer.</li> <li>- A proposer and seconder is required to pass the motion for a 5 minute time extension for Question and Answer.</li> <li>- All questions should be posted on the link provided by your Election Officers.</li> <li>- The Returning Officer shall have the right to reject a proposed question or time extension. All decisions made shall be binding and final.</li> <li>- The minutes and recording of the rally should be adopted by the candidates and vetted by the Election Committee before submission. Submission of materials should be done within twenty-four (24) hours after the end of the Rally.</li> <li>- The election officers have the right to declare the election of any candidate of its Constituent Body's Management Committee due to procedural irregularities according to the Election Regulations.</li> </ul>
2.	<p><b><u>Nominee for Business Manager</u></b></p> <p>Candidate Name: Hong Jin Hao Proposer: Lim Jia Ler Seconder: Immanuel Tan Aik Jin</p> <p><b><u>Speech</u></b></p> <ul style="list-style-type: none"> <li>• Currently in Year 2, studying Aerospace Engineering with 2<sup>nd</sup> major in Business.</li> <li>• As a freshman, he did not know how MAE club works. Decided to join MAE Club to find out more about the club.</li> <li>• Met many amazing people, and have no regrets joining MAE Club.</li> <li>• Experience of being a subcommittee member taught him many valuable skills such as negotiation and selling merchandise.</li> <li>• Believes he is a well-suited candidate</li> <li>• This year will have better sponsorship</li> <li>• Think of more ways to bring sponsors and students together and benefit both ways.</li> <li>• Sponsors will be more willing to come back with good results, aim to have long term sponsors.</li> <li>• Give students what they want, not what sponsors think they want.</li> <li>• Knowing student preferences will allow committee to source for better prospect sponsors.</li> <li>• Ideas for merchandise should also come from student body, not just subcommittee members.</li> <li>• Shame to let good ideas go to waste</li> </ul>

	<ul style="list-style-type: none"> <li>• Selling of 3D printed merchandise, make use of engineering resources.</li> <li>• Excited to take charge of role as Business Manager, excited to serve the student body.</li> </ul> <p><u>Question and Answer</u></p> <p>Sze Yen:</p> <ul style="list-style-type: none"> <li>• Q: How will he deal with situations where subcommittee members are not cooperating or not putting in enough effort?</li> <li>• A: As a leader, it is important to do things early. Important to plan early, allows subcommittee to cope better. Set deadlines for work to be on track. If subcommittee still not doing their work, they could be sick, important to communicate with subcommittee members. Find out why they are not doing the job. If it is a valid reason, solve the issue at hand. If they are sick, someone can cover for them, if they continue to be sick, will have to talk to them about it.</li> </ul> <p>Emmanuel:</p> <ul style="list-style-type: none"> <li>• Q: How do you ensure club doesn't make a loss on merchandise sales.</li> <li>• Answer: Merchandise will collect orders first, send out order link before buying merchandise, prevent overbuying and making a loss. Important to collect money beforehand.</li> </ul> <p>Chan Hong:</p> <ul style="list-style-type: none"> <li>• Q: Cost of 3D printed merchandise can be quite high; how will you manage this?</li> <li>• A: 3D printed items are very hard to mass produce. It is a hurdle to mass produce, but 3D printed costs have come down, and is an idea worth exploring. If unable to get cost down, he might charge higher for merchandise. Students might prefer quality over quantity, might want to spend a bit more on good 3D printed products. Alternatively, use 3D printing idea as a limited-edition prize, or a service they provide for MAE Students, to allow them to customize products to attract them.</li> </ul> <p>Aishwarya :</p> <ul style="list-style-type: none"> <li>• Q: If survey for the T-shirts are not supported by majority of the subcomms, how will you handle this situation?</li> <li>• A: Subcommittee members are part of student body, their ideas do matter. Ultimately, student body ideas still takes precedence. Will have to go with student feedback. Statistics paints a better picture of the sentiments to how the T-shirts might actually sell. Subcommittee is quite small group, might not reflect how the student body think. Subcommittee can suggest new ideas for next semester's merchandise sales if they are still not happy about it. However, more often than not, survey links are actually Subcommittee ideas.</li> </ul> <p>Jie Ying:</p> <ul style="list-style-type: none"> <li>• Q: What are some things you can improve from predecessor(s).</li> <li>• A: Some things that can be done were not done due to constraints. COVID also affected activities. There are many other ways to reach out to sponsors. Overall organisation is a bit messy.</li> </ul> <p><i>Motion to pass speaking rights to next candidate was proposed by Mr Lim Tze Shan, Skyler and seconded by Mr Oh Wei Xuan.</i></p>
3.	<p><b><u>Nominee for Logistics Officer</u></b></p> <p>Candidate Name: Selvam Vinothini Vibhusha</p>

Proposer: Benitez Jed Vincenz Sabalza  
Seconder: Lee Kun Rong

### Speech

- A year 3 Mechanical Engineering student and was previously the logistics subcommittee member.
- Reason for running and why students should vote for her: Running position is a great opportunity to grow both professionally and personally; Actively joined the student council in high school and is interested in representing the voice of the student body; To contribute back to peers of MAE club; Plans to increase welfare and growth of students.
- Would like to challenge herself to take on the role and responsibility; To meet a lot of people in own portfolios as well as other portfolios, finds this to be a good opportunity for learning.
- Relevant experience of holding an event for 400-500 people, was the event organiser and has a good idea of how to run an event.
- Was previously part of the logistics subcommittee, and have a good idea of the structure of the logistics portfolio.
- Plan for the logistics subcommittee members to be the backbone for events happening in MAE Club, to be a supportive role for other portfolios.
- Would like to impose a strict administrative network for logistics to reduce the chance of things going wrong, and for accountability.
- Improvements from predecessor(s): subcommittee members were not bonded, want to create culture and make people feel welcomed and safe, and also for them to make new friends.
- Feels proud of MAE Club and wants to contribute back.

### Question and Answer

Chan Hong:

- Q: Because of COVID, most of the events held by MAE Club are virtual. Because of this how do you plan to engage your subcommittee members?
- A: Organise workshops to keep them engaged, having monthly meetings to check up on members and update them on events happening in the club.

Jie Ying:

- Q: Are there any initiatives you would like to propose?
- A: Host online Zoom workshops or Microsoft Teams workshop for the entire club to familiarise them with the tool; Have a shared excel sheet so all portfolios can see the list of items available in the storeroom; Improvement to the logistics administrative process - to submit a simple form as more formal way for accountability, compared to the informal way of through text in the past.

Hui Jun:

- Q: Do you have any plans to continue with donation drives this year?
- A: To check with higher ups (top 6) to see if they can continue this year.

Chan Hong:

	<ul style="list-style-type: none"> <li>• Q: If there is conflict between the officers, how would you go about resolving the conflict?</li> <li>• A: First to talk it out and find middle ground, if still unable to do so and have differing opinions, find the respective top 6 in charge to be the moderator.</li> <li>• Q: What happens then if there are conflicts between subcommittee members?</li> <li>• A: Cannot be biased; To treat them fairly and hear them out; Ask them take a break from one another until things settle out, then go higher ups if conflict cannot be resolved.</li> </ul> <p>Hui Jun:</p> <ul style="list-style-type: none"> <li>• Q: In the past few years, logs have prepared these types of forms, how will your form be any different?</li> <li>• A: Did not recognise the form circulated and is not aware. There was the idea, but it probably got lost along the way because of COVID. Want to properly use the form till the end of the term.</li> </ul> <p>Wei Xuan:</p> <ul style="list-style-type: none"> <li>• Q: What do you think is the role and responsibility of an officer and the respective jobscope?</li> <li>• A: Responsibility has changed due to COVID; can divide members and assign them to different portfolios to shorten communication channels, and have a few people take care of logs storeroom; To create a good support network.</li> <li>• Q: Awesome, good, guess I could depend on the help from logistics if elected.</li> <li>• A: Okay.</li> </ul> <p>Hui Jun:</p> <ul style="list-style-type: none"> <li>• Q: In situations whereby there is an impromptu pickup, if subcommittee members are not willing to help, how would you approach this issue? How do you plan to keep them engaged?</li> <li>• A: Create a spreadsheet and ask subcommittee members when they can be free and tell them the reason why. Example, purpose is for pickup. If members are still unwilling to do so, will step in to address the issue with co-officer.</li> </ul> <p><i>Motion to pass speaking rights to next candidate was proposed by Ms Lim Yan Ting Emily and seconded by Mr Lim Tze Shan Skyler.</i></p>
4.	<p><b><u>Nominee for Orientation Officer</u></b> Candidate Name: Maximilian Chan Jun Feng Proposer: Leong Wei Ting Jynn Seconder: Wong Khay Fong Gina</p> <p><b><u>Speech</u></b></p> <ul style="list-style-type: none"> <li>• Year 3 ME specializing in robotics and started out as a freshman in Initium</li> <li>• Proceeded to join back as a GL to experience physical camp, but was transited to online camp when COVID struck.</li> <li>• Participated as a CGL this year</li> <li>• Tried to interact and leave a positive impact on freshmen.</li> <li>• Meaningful to see how freshmen enjoyed the camp</li> <li>• It is very tiring to do orientation and still have lingering doubts about running for Orientation Officer.</li> </ul>

- However, at the end of the day, it will be meaningful and fruitful for himself and the freshmen.
- He was hesitant to join MAE camp during freshmen years as he thought camp will be boring, but had a change in attitude on the 3<sup>rd</sup> day.
- Started having fun and bond with freshies and GL
- Got inspired by the GLs as they work tirelessly.
- Main aim and goal will be to make sure OC brings as much fun and meaning as possible to next batch of freshmen.

#### Question and Answer

Emily:

- Q: What are the plans for pre-COVID and post-COVID situation?
- A: Most committee member will rather do a physical camp.  
Hopes that situation will not worsen and will work hard to plan for a physical camp. Some members have experience in planning for a physical camp, and he is prepared to pull together and plan for a physical camp. If COVID still persists, the committee is prepared to plan for an online camp. There are limitations to having online camp, despite this, the committee will come out with new and innovative ideas for the next batch of freshmen.

Yin Xian:

- Q: What if committee members have conflict of interest (e.g. completely different ideas)?
- A: Best case is for them to come together to talk about it  
If they cannot come to a decision, the candidate believes that respective department heads should approach them first.

...

Most important part is everyone should have an open mind and instead of fighting, listen from other party's perspective. If he is needed to step in, he will also keep an open mind. The best case scenario is for them to accept each other's ideas. He will try to see the most logical scenario and take that approach instead.

Hui Jun:

- Q: How will you help freshmen transit to life in university?
- A: As an Orientation Officer, he will be doing more planning and backend work. However, that will not stop the candidate from engaging the freshmen. The candidate will bring fun and laughter through interactions and fun. Committee can have fruitful interactions with as many freshmen as possible. If the candidate is elected, he will need to set goals and visions for the committee. Most important being in orientation committee is to remember that the committee is doing it for the freshmen. The committee will adopt the vision and think why they are doing this, and subsequently work towards it to plan as meaningful and fun games for the freshmen. Freshmen will be at the centre of the committee's mind.

Ayush:

- Q: If initium does happen physically, with SMM imposed, how to respect SMM rules.



	<ul style="list-style-type: none"> <li>A: It is a challenge to ensure SMM are strictly adhered to. Given the chance, the committee will make sure to not lose opportunity to hold a physical camp and abide by the rules while having fun. The committee has a Chief Safety Officer and he can ensure that the officer goes around to heck for safe distancing. Other committee members must also spot lapse of people not adhering to rules. He will ensure they keep a lookout to ensure that everyone is having fun but within Safe Management Rules.</li> </ul> <p>Hui Jun:</p> <ul style="list-style-type: none"> <li>Q: What do you think your predecessor(s) didn't do well, and how will you learn from them?</li> <li>A: They were taking most of the work He was given the impression that they were the ones to be talking and making slides. Even for proposal, they did not get anyone to help, even VPs. One thing he will change is to delegate work out to people to give them a chance to do it. It is fair for them to learn how to do...</li> <li>Q: How will you work with MAE Club to solve planning problems such as logistical and collaborating problems, eg beach day venue. How will you approach the problems when there are clashes?</li> <li>A: This is similar to the first or second question. Best way is to approach the officer of the portfolio that OC have conflict of interest with. Keep an open mind and talk to see how to resolve the issue. As much as he wants to compromise.... If unable to reach an agreement, he will look for higher-ups, top 6, for them to give opinion about this situation.</li> </ul> <p><i>Motion to pass speaking rights to next candidate proposed by Ms Swarnalakshimi D/O Ramesh and seconded by Mr Oh Wei Xuan.</i></p>
5.	<p><b><u>Nominee for Orientation Officer</u></b> Candidate Name: Kelly Goh Jia Yi Proposer: K Jivat Seconder: Goh Yin Xian</p> <p><b><u>Speech</u></b></p> <ul style="list-style-type: none"> <li>Reason for running: Enjoys orientation and interacting with people in a large group setting; Loves making new friends; Enjoys watching the forging of friendship through games played during orientation.</li> <li>Joined MAE orientation as a freshie and currently attend classes with friends made during orientation; Realises the importance of friendship forged during Orientation Camps as it goes beyond academic level.</li> <li>Initially entered the course without knowing anyone, everything felt foreign and was lost.</li> <li>Orientation provided a platform for seniors to give tips, for example, on how to survive university.</li> <li>Friends provided the motivation and comfort to persevere on.</li> <li>Was the Chief Group Leader for MAE and was involved in planning. Found the process meaningful and derives joy from watching strangers becoming friends and more. Loves the feeling and wants to do it all over again.</li> </ul>



- In summary, reason for running: To continue to be a part of orientation and wants to be part of the transition for freshies to settle into university.

### Question and Answer

Yin Xian:

- Q: If Orientation becomes physical, how would you ensure that your committee members are ready for it?
- A: Personally have not went through physical orientation, however, will consult seniors, who will be able to share their experiences, give a heads up and advice on areas to look out for. In addition, subcommittee members can be trained through events leading up to INITIUM, to give them more experiments; Hold trials within committee to have more chance to experience conducting, so the whole process will not feel so foreign.

Emily:

- Q: What do you think you improve on or learn from your predecessor(s)?
- A: To be more strict on committee members' commitment level. Some members were not present most of the time. Predecessor(s) were not strict enough on attendance and attendance is a form of commitment. As such, can contact people to get them to come, and understand their situation from their point of view on why they are not able to commit. From there, work around the situation and convince them.

Hui Jun:

- Q: What initiatives can you bring to the Orientation Committee? What are your strengths?
- A: Could you elaborate on what you meant by initiative?
- Q: Initiatives generally in the sense of Orientation, anything in which you think you can contribute.
- A: Bonding and meetup. A strong believer of having a tight committee. Hopes to bond the main committee in the Orientation Committee through mini games night once a month, hopefully through chaotic games so everyone can better open up to one another. Will first start with the main committee of Orientation before opening to the entire Orientation Committee; Strength: Not afraid to speak up, where others might be hesitant to do so as it may cause tension.
- Q: How can you contribute apart from bonding, during the planning process with your Officer. Any strengths you can bring into planning apart from bonding?
- A: Able to provide ideas from previous (non-MAE) orientations, with areas of improvement or areas that can be learnt from; Knows generally what is preferred and what is not, able to give valuable input. Does that answer your question?
- Q: Yes, thank you.
- A: Okay.

Swarnalakshimi

- Q: As an Orientation Officer or Group Leader, the job does not end with camp. Can you share some ideas on how to sustain relationships with freshies, especially in this COVID period?

	<ul style="list-style-type: none"> <li>• A: Organise in telegram group chat - put poll to see which days the freshies are available to meet for a meal over Zoom; Random small group meet up – split freshies up in different small groups, where everyone can meet physically but still adhere to social rules; Have interactive games which requires people to talk to one another, preferable through more chaotic games where it would be easier to bond people.</li> </ul> <p>Zhi Yong</p> <ul style="list-style-type: none"> <li>• Q: With COVID, the past 2 Orientation Camps were online. How ready are you and how are u going to prepare yourself if the Orientation Camp this year were to be physical?</li> <li>• A: Would refer to previous proposals on physical Orientation; Get references from past years to gauge feasibility.</li> <li>• Q: What about financially? The money aspect is different.</li> <li>• A: Get budget from school; Do sales to boost Orientation funds.</li> <li>• Q: The school does not allow selling of stuff to generate income.</li> <li>• A: See how things are first, then decide on later date; Finalise planning, will plan from there if there is a need for more money.</li> <li>• Q: Money has always been an issue, as Orientation is on a big scale. The Orientation Committee is technically a committee within a committee. Have to take note of money issue and the people.</li> <li>• A: Okay, I understand.</li> </ul> <p><i>A short break was called by Mr Lim Tze Shan Skyler, motion to pass the short break proposed by Mr Oh Wei Xuan and seconded by Mr Maximilian Chan Jun Feng.</i></p> <p><i>Motion to pass speaking rights to next candidate proposed by Ms Lim Yan Ting Emily and seconded by Mr Lim Tze Shan Skyler.</i></p>
6.	<p><b><u>Nominee for Student Affairs Officer</u></b></p> <p>Candidate Name: Swarnalakshimi D/O Ramesh Proposer: Thomas Wijaya Seconder: D H Nidula Wickmal</p> <p><b><u>Speech</u></b></p> <ul style="list-style-type: none"> <li>• Joined MAE Club last year and chose SA as first preference and is glad that she got chosen even though her internet connection was bad.</li> <li>• She was affected by pandemic, and took 1 semester LOA.</li> <li>• When she came back, already had certain plans in her mind on what she can do, hence decided to choose to join the SA portfolio.</li> <li>• First few meetings as SC were held via Zoom, SCs were very shy to turn on camera.</li> <li>• Gathered courage to supply portfolio with useful input with encouragements of officers.</li> <li>• First few physical meetings happened during MAE Motivation.</li> <li>• First time prepping for an entire event.</li> <li>• She felt that on the receiving end, she received “don’t worry we are here for you” kind of message from MAE Club</li> <li>• Now she wants to be in the position to send that message.</li> </ul>

- She wants to serve MAE peers and give them adequate resources for their journey in MAE.
- Future contributions for portfolio
- Initially have a telegram noticeboard and she plans make modifications to check timetables and quiz etc
- The planned initiative is almost most there, little things can still be done and will push effort to achieve that
- Usually conduct python and matlab workshops and have ideas to collaborate with other CCA clubs to conduct workshops for students.

#### Question and Answer

Emily:

- Q: What did your predecessor(s) do well and how to improve from them
- A: Previously officers have assigned to smaller groups, however no rotation. Introduce rotation scheme to rotate from role to role. Each SC have different exposures to prepare them for advancement for their future.

Nidula:

- Q: What challenges do you think you will face while working with committee members and how would you go about solving them?
- A: All portfolios face issues where they have to conduct things online, which is a major issue. Some SC might also be serving internship, so their commitment is a question mark. Officers have to accommodate and schedule availability for manpower align the schedules properly. There might be situations where opinions differ. She will listen to everyone and communicate to solve it together. Believes that communication is key.

Ayush:

- Q: When you said you were open to other CCA clubs. Elaborate on which clubs and why?
- A: SEDS and IES. Have contact with IES, this connection will serve the purpose of the workshop to a wider range of crowd/audience. At the end of the day, she wants to provide the best for the students. Give benefit by providing beneficial skills for students. Clubs with engineering background will be helpful if MAE Club were to collaborate with them.

Emily

- Q: As printing shop lease is ending soon, what are your plans for notes collections and PYP collections.
- A: As classes transit from physical to online, notes are available online. Collection of PYP and answers requires more attention. She can collate in digital platform like google drive. This saves paper, is environmentally friendly, students have easier access to it. Students do not have to travel to obtain the notes or PYP solution. This saves a lot of time. Even though printing shop will be tied down, she will still able to run the portfolio with new arrangements.

Liang Kuok

- Q: Within SA, there will be you and 2 other co-officers. If there is any disagreements, how would you approach it?
- A: These problems did rise within subcommittee but she is still on very good terms with them. Achieved the situation by talking things out. Convey disagreement politely and give the person space to provide her perception. Might

	<p>have valid solution on how to approach certain problems. Listen to their input and might be useful for subsequent events the portfolio has. Just listen to them.</p> <p>Hui Jun:</p> <ul style="list-style-type: none"> <li>• Q: SA have a lot of things going on. How are you going to make sure that you properly engage SC and make use of time to address all events happening throughout the year.</li> <li>• A: Will have co-officers to run the show. Have a lot of activities within portfolios, targeting a large number of audience. Believes that co-officers will be there to support. SA have few branches of activities like workshop, notes, motivation. She will allocate co-officers to be “head of the branch”. Co-officers can liaise with Subcommittee and monitor progress of execution.</li> </ul> <p>Jie Ying</p> <ul style="list-style-type: none"> <li>• Q: Any initiatives in mind to carry out?</li> <li>• A: Have a collaboration with other CCA clubs, From a polytechnic background. Have an idea to collaborate with polytechnics to open up workshops. She will give Subcommittee exposure to conduct workshops. This creates exposure for audience and organisers. She have to discuss with co-officers and as a team can come out with innovative ideas to have a fruitful journey by SA.</li> <li>• Q: How are you going to bond SC members.</li> <li>• A: A little motivation from previous batch. Have weekly meetings via Zoom. Since it is a small group, they are still able to communicate with each other online. Bonding is a question mark due to restrictions. Members can catch up and exchange ideas for MAE Club. Another opportunity for bonding session is preparation phase for MAE motivation. Subcommittee members will go out to purchase stuff as a small group. Can carry out activities to communicate more. Little things contribute to bonding among committee members.</li> </ul> <p>Hui Jun:</p> <ul style="list-style-type: none"> <li>• Q: Regarding opening up workshops to polytechnic students, I understand that SA only serve MAE undergraduates. What differs you from SP and MAEmbassadors?</li> <li>• A: Subcommittee members will get exposure from serving polytechnics. An example being matlab workshop. We can have someone teach us so that when we give the workshops, we can build portfolio for SA, if things goes well.</li> </ul> <p>Looi Hui Jun clarified a misconception – MAE club budget is from students' subscription fee. Using the money to hold events for external parties is not fair for MAE undergraduates. If other students want to be part of MAE, they will also pay a membership fee. Not impossible for them to serve external parties but main purpose is to serve MAE undergraduates.</p> <p>Swarnalakshimi thanked Hui Jun for the clarification and will make amendments on proposal. Agreed that end of the day, it should benefit MAE students.</p> <p><i>Motion to pass speaking rights to next candidate proposed by Ms Sng Jing Hui Gabriela and seconded by Mr Sim Liang Kuok.</i></p>
7.	<p><b><u>Nominee for Special Projects Officer</u></b></p> <p>Candidate Name: Lim Tze Shan Skyler Proposer: Shome Mrigank</p>

Seconders: Heng Wei Chong

Speech

- A year 2 Mechanical Engineering student.
- Was part of the Special Projects subcommittee last year, thanked the previous Special Projects Officers; Was inspired by them to run for the position.
- Based on past experience and vision of Special Projects, believes in the potential to lead Special Projects.
- Predecessor(s) did a great job in leading the committee through covid times
- Projects in mind: glider, robotics, construction project for cars, which will allow people to apply what they have learnt in school regardless of their background.
- Wants to encourage more bonding between members as bonding was hindered last year due to covid; To use meeting as bonding time instead of just focusing on organising.
- Hopes to get all members involved in all projects, be it as an organiser or as a volunteer.
- Wants to take this chance to hone leadership skills
- Why focus on students: the pandemic affected the elderly more. Students are generally less affected and are more apt in using online tools.
- Elaborated on how to bond the subcommittee members: During meetings, members can share more about themselves; Intends to use breakout rooms to conduct smaller group discussions where subcommittee members can get to know more about one another.

Question and Answer

Gabriela:

- Q: What do u think can be done better compared to your predecessor(s) and how will you go about achieving it?
- A: Bonding between subcommittee members. Rather than having using meetings to only conduct project updates, will use some of the time for bonding between members through questions to get to know one another better, not just within the planning committee but with all the other portfolio members as well; Get everyone involved in all projects regardless either as volunteers or as the planning committee.
- Q: As not all students are vaccinated, what happens if the school (beneficiary) does not want to have a collaboration?
- There should not be an issue with Secondary Schools and above. For younger children in Primary Schools, online events can be explored and as kids are more tech savvy, online workshops can be conducted.

Liang Kuok:

- Q: Will your main events be targeting students only?
- A: Yes, events will be more targeted towards students.
- Q: All targeted towards students, correct?
- A: Yes, but the students will be from varying groups. For example, Primary, Secondary, Junior College.
- Q: Assuming in the next semester, the beneficiaries (student) are looking for long term collaboration. Does this mean that in the future, Special Projects will be more student orientated?

- A: Stands by on that the focus would be on students; Adds that too many long-term collaboration limits creativity, as the portfolio would not be able to keep coming up with up with new teaching plans. Aims for some but not all projects to be a long-term collaboration.
- Q: Ok, thank you.
- A: Okay.

Hui Jun:

- Q: Am I right to say that you do not want to have recurring events from previous years?
- A: Do not want to have all 3 projects fixed. 1 or 2 can be fixed but the remaining should not be fixed to allow the next incoming batch to have their own ideas.
- Q: The ideas mentioned in your speech are legacy events. Could you give me some examples of events that you are able to plan?
- A: Could you please clarify?
- Q: Repeats the same thing
- A: Does not want to leave already set projects to the next committee
- Q: Correct, but during the year, there should be a special kind of initiative being brought in. Is there any special kind of initiative you would like to carry out?
- A: Agrees that glider was part of last year; Clarified that the project would not be the same as the previous year; Wants to change the way the Arduino workshop was conducted, focusing on sound instead of moving the robot. As for cars, previous years' project was Incito, which is different.
- Q: Ok, I will take that as an answer. What do u think about Inventa?
- A: Admits to not being clear on what Inventa is about.
- Q: Inventa is a home-grown project by the Special Projects portfolio, where students can collaborate with Special Projects to obtain some results. For example, for the project on tote bag dispensing machine outside of prime, students came together with Special Projects to make the machine.
- A: Was not aware of the project, sounds like a good idea, if skills and manpower permits, would not mind bringing back the project.
- Q: Ok, thank you.
- A: Okay.

Zhi Yong:

- Q: You mentioned that you have enjoyed yourself in Special Projects, but also talked about the lack of bonding experience. So, what did you enjoy?
- A: Pointed out the interest in robotics. Was part of the Arduino project and found it fun and interesting. Got closer to the members and Special Projects Officer through the project but did not get to interact with other members of Special Projects.
- Q: Do you agree that bonding should be done at your own time and not during meetings? What is your view?
- A: Thanked Zhi Yong for pointing out. Suggests that things can still go according to schedule: To make use of earlier weeks of the school term for members to get to know one another better, and depending on pandemic, suggests having 1 or 2 physical sessions. If the chitchat session works, members can then talk themselves.



	<p>Agrees with the point that meetings should not be hindered. Proposes using a maximum of 5 or 15 mins for chitchat session during each meeting.</p> <ul style="list-style-type: none"> <li>• Q: Hopefully you can find a solution to that, because having Zoom calls is not the most effective way.</li> <li>• A: Okay.</li> </ul> <p>Pin Jie:</p> <ul style="list-style-type: none"> <li>• Q: If the government restrictions kick in again and you have already planned for a physical event, how are you going to transition for the event to become virtual?</li> <li>• A: Event planning should not focus purely on it being physical or virtual. Should have both plans done and mostly the same, so that if one fails, the portfolio can fall back on the other. Make it clear to the beneficiary that in the event of a certain situation, the portfolio can fall back on the other plan.</li> </ul> <p><i>Motion to pass speaking rights to next candidate proposed by Ms Lim Yan Ting Emily and seconded by Mr Sim Liang Kuok.</i></p>
8.	<p><b><u>Nominee for Publications and Publicity Officer</u></b> Candidate Name: Muhammad Faisal bin Abdul Manaf Proposer: Jeremy Koh Seconder: Lee Yan Long</p> <p><b><u>Speech</u></b></p> <ul style="list-style-type: none"> <li>• Thank audience for taking time to come for rally</li> <li>• Head of publicity in Ngee Ann Polytechnic Aerospace Technology Club. He handles merchandise designing etc..</li> <li>• Skills – Creative mind, attention to detail and management skills to help lead Publication and Publicity Portfolio</li> <li>• Showed examples of designs based on past experiences.</li> <li>• Done poster designs during NS times.</li> <li>• Experience in photography.</li> <li>• Did content creation for a bake sale.</li> <li>• Vision for Publication and Publicity Portfolio is to set new goals.</li> <li>• First is to aim to reach 1500 followers on MAE Instagram</li> <li>• Next is for designs to keep up with current trends and something that FaMAEly will like</li> <li>• Goal is for Publication and Publicity Portfolio to be more engaging and well known as people are generally scared to join Publication and Publicity Portfolio resulting in small numbers every year</li> <li>• Get SC to try things out of their comfort zone, like learning design if they are experienced in photography</li> <li>• Do rotation style for members to do both photography and designing etc.</li> <li>• Separate SC into teams. Designing, Social Media handling team etc.</li> </ul> <p><b><u>Question and Answer</u></b> Darren:</p> <ul style="list-style-type: none"> <li>• Q: What is one thing that previous officers did not do well, and what can you do to improve it.</li> <li>• A: Lack of Commitment towards the portfolio. Previous officer had other commitments and had no time to invest in Publication and Publicity Portfolio. He</li> </ul>



	<p>will commit time to Publication and Publicity Portfolio since it is his only commitment.</p> <p>Ayush:</p> <ul style="list-style-type: none"> <li>• Q: If you were to work with a smaller team, how will you adjust?</li> <li>• A: If we were to work in smaller teams, will discuss amongst ourselves to see who is able to do the task at that point of time. Example, one can start on T-shirt design and the rest help when they are free. They can also give suggestions to improve in design.</li> </ul> <p>Hui Jun:</p> <ul style="list-style-type: none"> <li>• Q: Given the small number in portfolio, how will you handle workload. How will you arrange items so that deadlines can be met.</li> <li>• A: Discuss on who can complete which project by the time. Try to help each other out to ensure that they meet deadlines. Example, a photography project. An experienced member can start out on the project and the rest can assess how they can take over from there</li> <li>• Q: Plans for this year's Instagram, any ideas, and any current shirt design theme that leaning towards.</li> <li>• A: Current design for t-shirts – 40<sup>th</sup> Anniversary and design something that represents MAE, like Maritime specialization, aero specialization, smart robotics etc. Include all the above in 1 design to represent all of MAE. Have not decided on theme for Instagram, but leaning towards more trendy and more playful theme.</li> <li>• Q: Website upgrade has not be fulfilled every year, what are the plans?</li> <li>• A: In the portfolio, there is someone that is experienced in web design. Able to take her suggestion and help her out in redesigning website.</li> </ul> <p>Chan Hong:</p> <ul style="list-style-type: none"> <li>• Q: There will be a chance to work with other portfolios. What if they have a lot of posters for you to complete, how will you handle?</li> <li>• A: He will let other portfolios know that Publication and Publicity Portfolio only have a small team. May not be able to handle too much at one go. Will ask for deadline extension to work on it</li> <li>• Q: What if the other portfolios have their own deadline?</li> <li>• A: Portfolio will take turns to keep editing the posters, and finish all of it by the deadline.</li> </ul> <p>Gina:</p> <ul style="list-style-type: none"> <li>• Q: What is the biggest challenge for you and your team when working with other portfolios</li> <li>• A: There might be miscommunications and not all details are given. Without details, some might have their own wait of thinking and it might turn out to be wrong. This will mean redoing and it will take too much time for the portfolio.</li> <li>• Q: How will you overcome the challenges?</li> <li>• A: Let's say events need stuff from Publication and Publicity Portfolio, he will ask for all details such as deadlines and themes etc.</li> </ul> <p>Emily:</p> <ul style="list-style-type: none"> <li>• Q: Plans for achieving milestones for Publication and Publicity Portfolio (example 1.5k followers on Instagram)?</li> </ul>
--	---

	<ul style="list-style-type: none"> <li>• A: Work with other portfolios like Student Affairs. Example, for students to follow MAE club before collecting welfare park. Promoting MAE Club to prospective students to follow.</li> </ul> <p>Liang Kuok:</p> <ul style="list-style-type: none"> <li>• Q: If there is a short lead time and a lot of last minute changes how will you handle it?</li> <li>• A: If it is minor changes, it can be made easily. If it is major changes like redoing the entire thing, it will take some time. Will have to rush to make decisions as to how to redesign entire poster and still meet deadline.</li> <li>• Q: How to ensure quality is of certain standards as they might be liaising with others?</li> <li>• A: Candidate will ensure that it meets the person's needs. Ask for theme and details, and what kind of vision they have for the poster. Ask for their perspective to customize posters to their need even with a short time frame.</li> </ul> <p>Chan Hong:</p> <ul style="list-style-type: none"> <li>• Q: What are your plans on bonding the team together?</li> <li>• A: Have mini games to get to know each other better. Have not plan on what kind of games, but it is in planning so that the team can work better with each other. Allows the committee to know each other strengths and weaknesses to help each other out.</li> </ul> <p><i>Motion to pass speaking rights to next candidate proposed by Mr Maximilian Chan Jun Feng and seconded by Mr Hong Jin Hao.</i></p>
9.	<p><b><u>Nominee for Special Projects Officer</u></b></p> <p>Candidate Name: Oh Wei Xuan Proposer: Sim Qin Li Secunder: Mai Kai Jen</p> <p><b><u>Speech</u></b></p> <ul style="list-style-type: none"> <li>• A year 2 Aerospace student, previously part of the Special Projects subcommittee.</li> <li>• Finds Special Projects unique in bringing joy to external communities, where both the members of subcommittee and beneficiaries benefit from the projects.</li> <li>• Heavily involved in volunteering sectors, work with a team of like-minded individuals, which broadens perspectives of what the beneficiaries may face.</li> <li>• Aims to come up with projects that can be impactful and successful for all participants</li> <li>• Previously taken up leadership position in Junior College: took charge of the subcommittee and guided people through the entire time.</li> <li>• Did Incito, robotics and glider projects and in Special Projects; Thanked the previous officers; Learnt plenty and look forward to carrying on.</li> <li>• Some areas of improvement: In terms of organisational structure, where communications were done remotely, and the portfolio was unable to bond together.</li> <li>• Wants to allow subcommittee members to be more involved in both the planning and execution of all projects; Hopes to foster greater sense of identity (internal).</li> </ul>

- Hopes to establish long term collaboration with beneficiaries, focusing on hands on projects which the students are not able to do in school curriculum.
- Wants to bring longer and lasting effect on the community and the beneficiaries.
- Believes to be able to bring Special Projects to greater heights
- Wants to work on glider and robotics; The last project being something like Inventa, getting the MAE student body to be more involved where, through coming up with automated hand sanitisers and donating the hand sanitisers to beneficiaries thereafter.

#### Question and Answer

Liang Kuok:

- Q: Do you have a real direction?
- A: Could you clarify the type of direction? Is it in terms of projects or objectives?
- Q: Direction in terms of projects, the aim towards certain beneficiaries or long-term collaboration.
- A: Important in terms of collaboration, however looking from the perspective of previous Special Projects Officers and the incoming Officers, projects cannot be all long term. Propose a selected few as long term projects but there is a need to ensure beneficiaries are also interested. Glider project currently focuses on youths at risk; Will firm up some of the ideas for future projects. For example, bringing back handmade vending machines, working on soda cars, remote control ships etc. Feels that projects on youths bring more significance as youths can be inspired to take up an engineering career. In terms of demographics, however, not limited to youths. For example, Inventa would not generally be focused on one beneficiary, the idea is to hand it out to elderly homes and student care centres, where multiple beneficiaries can benefit from the project.
- Q: Special Projects have a heavy focus on glider, is that something you want to see as a project for long term collaboration and to pass it on?
- A: Thank you for the question. It is something to look forward to. Robotics is one of the areas students are generally more interested in. Considering the interest of the MAE student body, it is something we can look into in terms of long-term collaboration. With regards to glider, intend to establish long-term collaboration focusing on that beneficiary. In the next future, the project would not be named as a glider project as it would be too specific. A more general name would be suitable to play around with the different project ideas.
- Q: Can you tell me more about the balance between benefiting beneficiary vs benefitting subcommittee members?
- A: Would first ask members what they want to get out of the experience, to understand whether their interests align with the interests of Special Projects. Then, let them plan and execute the projects, igniting the spirit of volunteerism within them.

Gabriela:

- Q: You mentioned that you wanted to have a long-term event like robotics and glider which focuses on children. Wouldn't this make it such that Special Projects is focusing more and more on children over the years?
- A: For now, it is a yes, targeting youths has more significance. The idea is to only have certain long-term collaborations, but not all projects should be long term to

free up for other beneficiaries, so that if the future Special Projects Officer intends to focus on other beneficiaries, they have the capacity to do so.

- Q: By mainly focusing on children (as with the other candidate), what do you think sets you apart from the other candidate?
- A: Both the glider and robotics projects were agreed upon, the difference would be the last project. Car vs hand sanitiser, which may appeal to the student body more because the project will involve them. Although both mentioned change in organisational structure, however the ideas are different. Personally would prefer to have physical meetups for bonding once a month rather than having it at the first few weeks as mentioned by the other candidate. Feels the need for consistent effort. There is also need to eliminate barriers within subcommittee members, where members are confined to just their projects and not really involved in other projects organised by Special Projects. While there will still members in charge of a project, these members are also highly encouraged to support other projects as well. In light of COVID-19, main committee can have their own discussions before splitting up workload to those not in-charged, so that everyone can be involved together.

Benjamin:

- Q: How do you plan to react in event there is a lack of volunteers?
- A: This situation is expected in light of COVID-19. In this case, can forecast and can account for this to prepare beforehand. By understanding the constraints and the likelihood of shortage, this would not be so much of an issue. In the event shortage of volunteers really becomes an issue, reaching out to other portfolios in MAE Club for support, as well as ex-Special Project members for Ad-hoc support is a way to solve the issue.

*Time extension was called by Ms Looi Hui Jun. Motion to pass the time extension proposed by Ms Sng Jing Hui Gabriela and seconded by Mr Sim Liang Kuok.*

Ayush:

- Q: Are u keen on continuing the collaboration with Leadership Development Programme?
- A: As of now not really, want to look into long term plans for robotics. Will look for subcommittee members with robotic experience, and hence would not need assistance from Leadership Development Programme, if required, other avenues like Robotics Club can be considered

Hui Jun:

- Q: Special Projects had 3- or 5-year plan with the school of MAE, to build on existing connections. If it is just volunteering, what would the difference between Special Projects and OCEP (Overseas Community Engineering Project)?
- A: The Special Projects portfolio focuses more on volunteering with an engineering intent, in hope that the subcommittee members can apply what they learn in school into projects. For example, Arduino for robotics project, aviation knowledge on glider project. As for the automatic hand sanitiser, to get approval to use resources to come up with prototypes, and all engineering concepts can apply here. (Candidate also mentioned a co-officer during his Question and Answer).
- Q: Ya, thank you. It seems like you have your own co-officer. Please keep in mind that you still have to hold your co-officer interview and look at all co-officers during the interview before coming to a decision should you be elected.
- A: Okay, I understand.

10.	<b>A.O.B</b> There was no other business being raised.
11.	Mr Oh Wei Xuan proposed the end of the meeting. Mr Lim Tze Shan Skyler seconded the motion. The meeting was called to an end at 1336Hr, 3 <sup>rd</sup> September 2021.

Minutes prepared by:



Toh Chan Hong  
MAEC Election Officer

Minutes vetted by:



Lim Qian Ying Gina  
MAEC Returning Officer



Lim Jie Ying  
MAEC Election Officer

