

## The Educational ECAD Users Group

### Minutes of the AGM on Wednesday 4<sup>th</sup> September 2002 BCUC Chalfont St. Giles Campus, Chalfont St. Giles, UK

<b>1. Chair presented the Agenda</b> Thanks to outgoing Committee and welcome to the new one.																	
<b>2. Apologies for absence</b> <ul style="list-style-type: none"> <li>• Jon Travis</li> <li>• Martin White</li> </ul>																	
<b>3. Introduction to the new committee and vote of thanks to the outgoing committee members</b> <ul style="list-style-type: none"> <li>• The new committee assumed their positions at the EEUG Committee meeting on the 25<sup>th</sup> March 2002.</li> <li>• The new committee are:                         <ul style="list-style-type: none"> <li>○ Ian Grout (Chair, University of Limerick, Ireland)</li> <li>○ Alla Cordery (Secretary, Oxford Brookes University)</li> <li>○ Richard Walters (Treasurer, London Metropolitan University)</li> <li>○ Jonathan Dell (RAL Liaison Officer, University of York)</li> <li>○ Geoff Lawday (Information Officer, BCUC)</li> <li>○ Martin White (Vice-Chair, University of Sussex)</li> </ul> </li> <li>• Thanks to the outgoing committee, in particular Jon Travis and Tim Forcer for their assistance during the change-over period.</li> </ul>																	
<b>4. Committee activities (October 2001 to September 2002)</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">25th March 2002</td> <td>Committee meeting (BCUC High Wycombe Campus), transfer of duties.</td> </tr> <tr> <td>3rd May 2002</td> <td>Committee meeting &amp; RAL Liaison meeting, (Coseners House, Abingdon).</td> </tr> <tr> <td>May 2002</td> <td>EEUG website updated.</td> </tr> <tr> <td>July 2002</td> <td>EEUG Newsletter.</td> </tr> <tr> <td>3rd July 2002</td> <td>Workshop preparation meeting at BCUC (Chair + Treasurer).</td> </tr> <tr> <td>19th July 2002</td> <td>Committee meeting and workshop preparation (BCUC).</td> </tr> <tr> <td>3rd September 2002</td> <td>Committee meeting (BCUC).</td> </tr> <tr> <td>3rd-4th September 2002</td> <td>Annual Workshop (BCUC).</td> </tr> </table>		25th March 2002	Committee meeting (BCUC High Wycombe Campus), transfer of duties.	3rd May 2002	Committee meeting & RAL Liaison meeting, (Coseners House, Abingdon).	May 2002	EEUG website updated.	July 2002	EEUG Newsletter.	3rd July 2002	Workshop preparation meeting at BCUC (Chair + Treasurer).	19th July 2002	Committee meeting and workshop preparation (BCUC).	3rd September 2002	Committee meeting (BCUC).	3rd-4th September 2002	Annual Workshop (BCUC).
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<b>5. Treasurer's report</b> <ul style="list-style-type: none"> <li>• Richard Walters presented the User Group accounts. The current status for both accounts is:                         <table style="margin-left: 40px; border: none;"> <tr> <td style="padding-right: 20px;">Reserve Balance:</td> <td>£1,584.81</td> </tr> <tr> <td>Current Balance:</td> <td>£308.62</td> </tr> </table> </li> <li>• This year £1,050 has been transferred to the current account. This primarily covered purchase of the EEUG laptop. The accounts were accepted.</li> </ul>		Reserve Balance:	£1,584.81	Current Balance:	£308.62												
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<b>6. Proposals for new committee members</b> <ul style="list-style-type: none"> <li>• We currently have 3 vacancies to fill</li> <li>• Martin White is to step down as Vice-Chair due to work commitments.</li> <li>• Possible candidate – Stephen Dickinson (Lancaster) to take over as Vice-Chair.</li> <li>• We will need more members next year as Geoff Lawday and Jonathan Dell will be stepping down as their 3 year term of office is coming to an end.</li> </ul>																	

<p><b>7. Feedback on the workshop format and organisation</b></p> <ul style="list-style-type: none"> <li>The workshop format was updated this year and included a demonstration/poster session alongside RAL roadshow. Comments on how the workshop was organised and suggestions for future actions and improvements should be e-mailed to Ian Grout</li> </ul>	
<p><b>8. EEUG website feedback</b></p> <ul style="list-style-type: none"> <li>The website was updated in May this year. All details on the workshop were included within the website. Comments on the new look and how to improve it should be emailed to Ian Grout.</li> </ul>	
<p><b>9. Timetable of activities (October 2002 to September 2003)</b></p> <ul style="list-style-type: none"> <li>The following proposed activities for the next year were presented: <ul style="list-style-type: none"> <li>October 2002 –review of workshop – on website + other means: beginning of October.</li> <li>January 2003 (beginning (proposed 10th)) – next committee meeting.</li> <li>January 2003 (middle) – 1<sup>st</sup> call for contributions to next workshop. All calls for contributions in 2<sup>nd</sup> newsletter: contributions from community to be sought for inclusion.</li> <li>April 2003 (beginning) – committee meeting</li> <li>April 2003 (end) –2<sup>nd</sup> call for contributions to next workshop and proposals for workshop 2004 theme and location (notify community at workshop).</li> <li>June 2003 (middle) – Chair and treasurer to meet with local workshop organiser – feedback to committee prior to July. Distribution of EEUG newsletter.</li> <li>July 2003 (beginning) – committee meeting at workshop location.</li> <li>July 2003 (middle) – 3<sup>rd</sup> call for contributions to next workshop (if necessary).</li> <li>September 2003 (beginning) – Autumn workshop and committee meeting.</li> <li>General – promotion of EEUG: <ul style="list-style-type: none"> <li>- Promote EEUG activities to colleagues in Higher Education and include additional members.</li> <li>- Update membership information.</li> </ul> </li> </ul> </li> </ul>	
<p><b>10. Proposal for next workshop (September 2003)</b></p> <ul style="list-style-type: none"> <li>Proposed topics for the next workshop were sought/presented and discussed: <ol style="list-style-type: none"> <li>Advanced IC design for wireless applications</li> <li>ECAD for Mechatronics Teaching and Research</li> <li>SiGe</li> </ol> </li> <li>Peter Hicks – Broad topics attract wider audience; i.e. ‘How to reverse decline in interest of ECAD’ or ‘Hardware-Software co-design’.</li> <li>Recommendation: the call for proposals should be worded in such way as to get a greater response.</li> <li>The venue is to be decided.</li> <li>The Workshop is proposed to be held on the first two weeks in September 2003.</li> </ul>	
<p><b>11. EEUG membership</b></p> <ul style="list-style-type: none"> <li>The EEUG membership situation was discussed. We require to update membership list and to promote EEUG activities to colleagues not already involved. There is a need to increase membership numbers.</li> </ul>	

<p><b>12. Review of EEUG constitution</b></p> <ul style="list-style-type: none"> <li>• Suggest a review of the EEUG constitution over the next year in light of changes in Higher Education.</li> <li>• Call to EEUG community to provide input to this.</li> <li>• Discussion document to be developed and sent out to EEUG community for debate.</li> <li>• Propose changes to constitution for consideration at next workshop.</li> </ul>	
<p><b>13. Any other business</b></p> <ul style="list-style-type: none"> <li>• There was not other business. The AGM was concluded.</li> </ul>	

Minutes generated: 16<sup>th</sup> December 2002  
Alla Cordery and Ian Grout