



THE TECH FUND

FACULTY OF INFORMATION

Subject:	Tech Fund Monthly Meeting
Date:	11/16/2020
Time & Location:	<i>Online (Zoom), 10:00AM to 11:00AM EST</i>
Present:	Usman Malik, Magali Delgado, Xinyi Yu, Running Zhang,
Regrets:	Helen Yao

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1. Old Business

1.1. Tech Fund Budget

Summary of budget from last year from Usman. Usman suggested a 7500 budget for the new term. Magli later suggested moving up to 10000 in case of other needs.

1.2. Replacement of Old Items

Anna sent a list of items that can be replaced. The Tech Fund will update them of the new budget after voting on it and decide what to be replaced.

1.3. Adobe License

Magli updated that students from museum exhibition class need Adobe for their project. A final number hasn't been decided.

2. New Business

2.1. Request for Funds

We need to update the Request for Funds template and promote it among students. Magli suggested adding the advertising into the Tech Fund Newsletter.

2.2. iSkill Workshop

Helen updated that 4000 will be enough in terms of supporting the iSkill workshop. The specific number is unclear yet. She will seek an update from Daisy.

2.3. Students Responsibility for Damage and Lost Item

Though Tech Fund have a budget to cover damaged and lost items for loans, students should take responsibility for the items they borrowed. We will further discuss it with the faculty members during the next meeting to set up regulations.

2.4. Vote on Budget

Budget will be approved if all members agree. Usman will spend more time working on it after considering all the things discussed during the meeting. Usman and Magli will show MISC and MUSSA the draft of the budget



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2.4. Plan for the Next Meeting with Faculty

Find a common availability with the faculty members.
Plan to stick to a monthly meeting schedule instead of meeting weekly.

3. New Action Items

WHO	WHAT	TILL WHEN	NOTES
Usman	Update the budget Get the number of students from student service	Next Wednesday	
Magali	Continue working on Adobe license		
Everyone	Promote Tech Fund in Newsletters. Getting updates from MISC and MUSSA.		
Magali	Check with Anna about replacing items and lost and damage items		
Helen	Contact iSkill coordinator about the workshops Tech Fund can support		
Magli/Helen	Edit the Tech Fund requisition form		

4. Appendix