



# **SATELLITE**

**Electrical and Electronic Engineering Association,  
Engineering Society, HKUSU  
Cabinet Session 2017 – 2018**

**YEAR  
PLAN**

# **Terminology**

In this year plan, unless further specified, otherwise

“University”

- The University of Hong Kong

“Faculty”

- Faculty of Engineering of University

“Association”

- Electrical and Electronic Engineering Association, Engineering Society, HKUSU

“EEE”

- The bachelor degree programmes offered by the Department

“Members”

- All members of the Association

“Staff”

- The teaching staff members of the Department

“Alumni”

- The graduates of the Department

“Year 1 Students”

- The year 1 students of the Faculty

“Freshmen”

- The first-year students of the Faculty during the Orientation Period

“Ex-co”

- The executive committee members of the Association

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## **Year Plan (Session 2017 – 2018)**

<b>Month</b>	<b>Activities</b>
March	Hiking and Sightseeing
April	LED Gameboy Workshop
	Superpass (I)
August	Registration Day
	Orientation Camp
September	Obstacle Avoiding Car Workshop
October	Commencement Lunch
	Ex-co Recruiting Gatherings
November	Joint Society Dodgeball Day
	Firm Visit Series
	Superpass (II)
January	Welfare Week
	Annual Dinner

## **Introduction of SATELLITE**

Satellite, name of our cabinet, literally means an electronic device commonly used to provide telecommunication for the public. Satellite, developed partly by electrical and electronic engineers, not only represents the contribution of engineers to the community, but also symbolises interdependence, workmanship, cooperation and friendship.

We, satellite, are capable of exchanging views in a peaceful and objective manner among our members, proud of being the satellite of all the members to bridge the difference and make breakthroughs through cooperation and determination.

We can serve the students from EEE effectively, efficiently and transparently.

## **Objectives**

1. To act as official representatives of the Members.
2. To broaden Members' horizon.
3. To strengthen the bonding between Members.
4. To provide welfare, academic events, and vast variety of entertainment to Members.
5. To promote the Association to engineering students.

## **Profile of Executive Committee**

### **Chairperson**

Name: Luk Man Ho Peter

(陸文浩)

Curriculum: BEng I

Educational background: S.K.H. Tsang Shiu Tim Secondary School

Past experience:

2014 – 2015 Vice Chairperson of Community Youth Club

2014 – 2015 Secretary of Mathematics & Science Society

2014 – 2015 Reading Lounge Helper

2012 – 2013 Class Prefect

Duties:

1. To be the chief officer of the Association.
2. To convene the General Meetings and General Pollings.
3. To convene and chair all Executive Committee Meetings.
4. Participate in Council Meetings.
5. Manage internal affairs of the Association.



**Internal Vice-Chairperson****Acting Social Secretary**

Name: Tang Yiwei Eve

(唐藝洧)



Curriculum: BEng I

Educational background: Liaoning Province Shiyan High School

Past experience:

2010-2013 League Branch Secretary

2010-2012 Student Union President

Duties:

1. To assist the chairperson in all internal affairs concerning the Association.
2. To be the acting Chairperson of the Executive Committee in the absence of the Chairperson.
3. To be responsible for all social activities of the Association.



**External Vice-Chairperson****Acting General Secretary**

Name: Chen Minyu Cherry

(陳敏瑜)



Curriculum: BEng(EngSc) I

Educational background: Shenzhen Foreign Languages School

Past experience:

2013 – 2014 Director of publicity department, Students' Union

Duties:

1. To assist the Chairperson in all external affairs concerning the Association.
2. To be the acting Chairperson of the Executive Committee in the absence of the Chairperson and the Internal Vice-Chairperson.
3. To take minutes of all Executive Committee meetings.
4. To keep documents of the Association.

**Financial Secretary****Acting Publication and Publicity Secretary**

Name: Chu Chi Hang Vincent

(朱智恆)



Curriculum: BEng I

Educational background: Po Leung Kuk Lee Shing Pik College  
The Chinese Foundation Secondary School

Past experience:

2014 – 2015 Prefect Leader

2013 – 2015 Prefect

Duties:

1. To be responsible for all financial matters of the Association.
2. To prepare financial reports of all activities of the Association.
3. To promote the Association's functions to Members.
4. To produce publications of the Association.

### **Marketing and Welfare Secretary**

Name: Ng Cheuk Him Johnny  
(吳卓謙)



Curriculum: BEng I

Educational background: Lok Sin Tong Leung Kan Kui College

Past experience:

2013–2016 Academic Advisor

Duties:

1. To be responsible for all matters relating to the students' welfare and marketing activities of the Association.

**Academic Secretary****Acting Sports Secretary**

Name: Priyank Sharma

(培安)

Curriculum: BEng I

Educational background: Global Indian International School,  
Singapore



Past experience:

2016 – 2017 Member of Football and Tennis Team (Lee Hysan Hall)

2014 – 2016 Member of Coding Society

2014 – 2016 Member of Badminton and Tennis Team

Duties:

1. To deal with all academic activities within engineering field.
2. To be responsible for all sports activities of the Association.
3. To be responsible for the academic activities of the Association.

# **Functions**

## **Hiking and Sightseeing**

Objectives:

1. To provide an opportunity for Members to make new friends.
2. To provide an activity for Members to relieve stress from studying.

Person-in-charge:	Priyank Sharma (Academic Secretary Acting Sports Secretary)
Proposed date:	Mid-March, 2017
Proposed time:	1100 – 1600
Proposed venue:	Dragon's Back and Big Wave Beach
Proposed deposit:	\$50.00
Proposed gathering place:	Shau Kei Wan Station Exit A3
Proposed dismissing place:	Shau Kei Wan Station Exit A3
Target participants:	Members, Year 1 Students
Estimated number of participants:	20

Working schedule:

- Late February: Pre-trip, promotion

Notice:

- Participants are required to bring their own lunch boxes, refreshments and water bottles.
- Participants are advised to carry their beach costumes.
- Deposit will be refunded after the completion of the trip.
- If typhoon signal no. 1 or above is hoisted, amber, red or black rainstorm signal is in force, thunderstorm warning is in force or there is heavy rain on the day or event, the event will be postponed and further arranged will be informed to the participants by phone individually on that day before 08:30.

## **LED Gameboy Workshop**

### Objectives:

1. To increase the interest of Year 1 Students in taking EEE as their major.
2. To give Year 1 Students more experience in the field of EEE.
3. To provide an environment for Members and Year 1 Students to discuss academically.

Person-in-charge:	Luk Man Ho Peter (Chairperson)
Proposed date:	Mid-April, 2017
Proposed time:	1830 – 2130
Proposed venue:	Room 103, Chow Yei Ching Building
Proposed fee:	\$60.00
Target participants:	Members, Staff, Year 1 Students
Estimated number of participants:	30

### Proposed details:

1. The workshop project will be designing a small game using Arduino.
2. The workshop will be instructed by Ex-co and helpers.

### Working schedule:

- Late March: Promotion, purchase equipment kits, recruit helpers

### Notice:

- Participants are recommended to bring their own laptops. Otherwise, they can use the computers in PC lab.

## **Superpass (I)**

### Objectives:

1. To bless Members for good results in the coming examination.
2. To provide an environment for Members to communicate and to relieve stress.

Person-in-charge:	Tang Yiwei Eve (Internal Vice-Chairperson Acting Social Secretary)
Proposed date:	Mid-April, 2017
Proposed time:	1200 – 1400
Proposed venue:	Room 205, Chow Yei Ching Building
Dress code:	Casual
Target participants:	Members, Year 1 Students
Estimated number of participants:	50

### Proposed details:

1. A roasted pig and refreshments will be provided.
2. Each participant will put a chop on the roasted pig, while the Chairperson of the Association will put the first chop on it.
3. Superpass red packets will be distributed.
4. Red papers, writing tools for writing blessings and a knife for cutting the roasted pig will be provided.

### Working schedule:

- Late March: Promotion
- Early April: Book venue



## **Registration Day**

### Objectives:

1. To introduce the Department to Freshmen.
2. To promote the upcoming activities organized by the Association.

Person-in-charge:	Chen Minyu Cherry  (External Vice-Chairperson Acting General Secretary)
Proposed date:	Mid-August, 2017
Proposed time:	To be confirmed
Proposed venue:	To be confirmed
Target participants:	Freshmen

### Proposed details:

1. A booth will be set up and decorated to attract Freshmen.
2. Association files and Association paper will be distributed to Freshmen.
3. Leaflets provided by the department will be distributed to Freshmen.
4. Association products will be displayed and sold.
5. Application forms of the orientation camp will be provided.
6. Upcoming activities will be introduced to Freshmen.

### Working schedule:

- Early July: Recruit helpers, hold briefing session for helpers
- Mid-July: Prepare leaflets, application forms and receipts, decorations for the booth, Association products including files and paper

## **Orientation Camp**

### Objectives:

1. To introduce the Department to Freshmen.
2. To provide opportunity to Freshmen to make new friends.
3. To introduce life in University to Freshmen.

Person-in-charge:	Luk Man Ho Peter (Chairperson)
Proposed date:	Late August, 2017
Proposed venue:	Lady MacLehose Holiday Village
Proposed beach venue:	Shek O Beach
Proposed fee:	
(Freshmen):	\$480.00
(Helpers):	\$50.00
Estimated number of participants:	
(Freshmen):	35
(In Total):	56
Proposed back up venue:	Wu Kai Sha Youth Village
Proposed fee of back-up plan:	
(Freshmen):	\$570.00
(Helpers):	\$170.00
Dress code:	Casual
Target participants:	Freshmen

Proposed details:

1. 15 helpers will be recruited excluding 6 Ex-co.
2. Helpers will help to prepare for the games in campsite and take care of the participants.
3. Briefing will be held for the helpers.
4. One-day pre-camp will be held for the helpers to ensure the feasibility of the program.
5. Freshmen will be divided into 3 groups.
6. Each group will consist of 11 or 12 Freshmen and 3 helpers.

Working schedule:

- Early April: Make bookings on government campsites. Make bookings on campsite of backup plan. Design poster. Recruit helpers
- Late April: Look for sponsorships. Contact the helpers
- Early June: Hold briefing session for helpers
- Mid-July: Hold the pre-camp
- Late July: Prepare souvenirs, such as paper notebooks and drawstring bag
- Mid-August: Promotion

Notice:

- If typhoon signal no. 1 is hoisted or amber or red rainstorm signal is in force, the orientation camp will be held as schedule.
- If typhoon signal no. 3 or above is hoisted or black rainstorm signal is in force at or before 06:00 on that day, the orientation camp will be cancelled.
- Special announcement will also be made by phone individually on that day.
- If typhoon signal no. 3 or above is hoisted or black rainstorm signal is in force on after campers have checked in, the campers must leave the camp and the camp fees for the day will be refunded.
- If normal operation of the orientation camp is affected by inclement weather, the Staff of the campsite will decide whether the campers should leave the campsite after taking into accounting the conditions at that time.

## **Obstacle Avoiding Car Workshop**

### Objectives:

1. To increase the interest of Year 1 Students in taking EEE as their major.
2. To give Year 1 Students more experience in the field of EEE.
3. To provide an environment for Members and Year 1 Students to discuss academically.

### Person-in-charge:

Priyank Sharma

(Academic Secretary Acting Sports Secretary)

### Proposed date:

29 September, 2017

### Proposed time:

1900 – 2100

### Proposed venue:

Room 102 & Room 103, Chow Yei Ching Building

### Proposed fee:

\$80.00

### Target participants:

Members,  
Year 1 Students

### Estimated number of participants:

30

### Proposed details:

1. The workshop project will be designing an obstacle avoiding car using Arduino.
2. The workshop will be instructed by Ex-co and helpers.

### Working schedule:

- Early August: Finish prototype, design poster
- Late August: Promotion, purchase equipment kits, recruit helpers

### Notice:

- Participants are recommended to bring their own laptops. Otherwise, they can use the computers in PC lab.

## **Commencement Lunch**

### Objectives:

1. To provide a platform for Members and Year 1 Students to enhance relationship with Staff.
2. To facilitate communication among Members.
3. To maintain the tradition of Commencement Lunch.
4. To promote the Department to Year 1 Students.
5. To help Members build the sense of belonging to the Department.

### Person-in-charge:

Chu Chi Hang Vincent

(Financial Secretary Acting Publication  
and Publicity Secretary)

### Proposed date:

Mid-October, 2017

### Proposed time:

1230 – 1430

### Proposed venue:

Lobby, G/F, Chow Yei Ching Building

### Dress code:

Casual

### Target participants:

Members,  
Year 1 Students

### Estimated number of participants:

50

### Proposed details:

1. The meal will be in form of buffet.
2. Welcoming speeches will be given by honourable guests and the Chairperson of Association.
3. Sharing by Staff will be given. Students are also free to talk during the lunch period.

### Working schedule:

- Mid-September: Book venue and tables, ask for sponsorships
- Late September: Invite Staff, design posters, promotion
- Early October: Order refreshments

Notice:

- If typhoon signal no. 8 or above is hoisted or black rainstorm signal is in force at or before 10:00 on that day, the Commencement Lunch will be cancelled.

## **Ex-co Recruiting Gatherings**

### Objectives:

1. To allow freshmen to know the duties of Ex-co.
2. To attract freshmen to be an Ex-co of Association.

### Person-in-charge:

Tang Yiwei Eve

(Internal Vice-Chairperson Acting  
Social Secretary)

### Proposed date:

Late October, 2017

### Proposed time:

1830 – 2030

### Proposed venue:

Room 603, Chow Yei Ching Building

### Working schedule:

- Early August: Book venue
- Mid-September: Promotion

## **Joint Society Dodgeball Day**

### Objectives:

1. To provide an opportunity for Members to do exercises.
2. To raise the awareness of the Members on the importance of sports.

Person-in-charge:	Chen Minyu Cherry  (External Vice-Chairperson Acting General Secretary)
Proposed date:	10 November, 2017
Proposed time:	1900 – 2200
Proposed venue:	Flora Hall Sports Centre, 111 – 113 Pokfulam Road, Hong Kong
Dress code:	Casual
Target participants:	Members of Civil Engineering Society, ENS, HKUSU  Members of Computer Science Association, Engineering Society, HKUSU  Members of Mechanical Engineering Society, ENS, HKUSU  Members of Electrical and Electronic Engineering Association, Engineering Society, HKUSU
+Co-organizers:	Computer Science Association, Engineering Society, HKUSU  Civil Engineering Society, ENS, HKUSU  Mechanical Engineering Society, ENS, HKUSU  Electrical and Electronic Engineering Association, Engineering Society, HKUSU



Estimated number of participants: 40

Proposed rundown:

Time	Event
1900 – 1915	Introduction of teams and rules
1915 – 1930	Dodgeball practices
1930 – 2040	Dodgeball battles
2145 – 2200	Presentation of awards and taking photos

## **Firm Visit Series**

### Objectives:

1. To provide an opportunity for Members to broaden their horizon.
2. To give an insight about future career of Members.
3. To take a glimpse of working environment in companies.

### Person-in-charge:

Chu Chi Hang Vincent

(Financial Secretary Acting Publication  
and Publicity Secretary)

### Proposed date:

Early November, 2017

### Proposed time:

To be confirmed

### Proposed firms:

- PCCW Limited
  - CLP Power Hong Kong Limited
  - HK Electric
  - Electrical and Mechanical Service  
Department
  - MTR Corporation Limited
- \$50.00

### Deposit:

### Target participants:

Members,  
Year 1 Students

### Estimated number of participants:

30 for each visit

### Proposed details:

1. Participants will be dismissed at the venue after the event.
2. Two firm visits will be held in different days in this event.
3. The deposit will be returned after the event.

Working schedule:

- Early March: Contact targeted firms through e-mail
- Late September: Make bookings on coach, destination depends on the firm
- Early October: Design poster
- Late October: Promotion

Notice:

- If typhoon signal no. 8 or above is hoisted or black rainstorm signal is in force on or 3 hours before the activity, the activity will be cancelled.
- Details will be informed to each participant by phone.

## **Superpass (II)**

### Objectives:

1. To bless Members for good results in the coming examination.
2. To provide an environment for Members to communicate and to relieve stress.

Person-in-charge:	Tang Yiwei Eve  (Internal Vice-Chairperson Acting Social Secretary)
Proposed date:	Late November, 2017
Proposed time:	1200 – 1400
Proposed venue:	Room 205, Chow Yei Ching Building
Dress code:	Casual
Estimated number of participants:	50

### Proposed details:

1. A roasted pig and refreshments will be provided.
2. Each participant will put a chop on the roasted pig, while the Chairperson of the Association will put the first chop on it.
3. Superpass red packets will be distributed.
4. Red papers, writing tools for writing blessings and a knife for cutting the roasted pig will be provided.

### Working schedule:

- Early October: Book venue
- Mid-November: Promotion

## **Welfare Week**

### Objectives:

1. To provide welfare to Members.
2. To help Members building the sense of belonging to the Department.

Person-in-charge:	Ng Cheuk Him Johnny (Marketing and Welfare Secretary)
Proposed date:	Late January, 2018
Proposed time:	1200 – 1800
Proposed venue:	To be confirmed
Target participants:	Members
Estimated number of participants:	100

### Proposed details:

1. Members can buy Association products with a discount.
2. Association products include Association T-shirts, Association hoodies, Association files and Association drawstring bags.
3. New Association product, drawstring bag with Association logo, will be sold.
4. There will be a lucky draw section within the welfare week period.

### Working schedule:

- Late November: Ask for sponsorships
- Late November: Book venue, design poster
- Mid-January: Prepare Association products

## **Annual Dinner**

### Objectives:

1. To provide an opportunity for Members and Year 1 Students to organize a function.
2. To provide an opportunity for Members, Year 1 Students Alumni and Staff to interact.

### Person-in-charge:

Tang Yiwei Eve

(Internal Vice-Chairperson Acting  
Social Secretary)

### Proposed time:

To be confirmed

### Proposed venue:

To be confirmed

### Proposed fee:

To be confirmed

### Target participants:

Members,  
Year 1 Students,  
Staff,  
Alumni

### Expected number of participants:

To be confirmed

### Proposed details:

1. Members and Year 1 Students who are interested in organizing the event will be recruited.
2. Ex-co will assist in organizing the dinner.
3. A reserved fund of \$1200 will only be provided to the organizing committee when there is a deficit.

### Working schedule:

Late September: Recruit organizing committee

# **General Welfare**

## Objectives:

1. To provide welfare to Members and Staff.
2. To enhance the sense of belonging of Members.

Person-in-charge: Ng Cheuk Him Johnny  
(Marketing and Welfare Secretary)

Target participants: Members,  
Staff

## Proposed details:

1. Price of Association products:
  - Association file HK\$3.00 each.
  - Association paper (50 pieces) HK\$15.00 each.
  - Association T-shirts HK\$75.00 each.
  - Association hoodies HK\$55.00 each.
  - Association drawstring bags HK\$17.00 each.
2. Board and card games can be borrowed.

## Rules:

1. Only Members can use the service.
2. Borrower(s) has(have) to state their name(s), UID(s) and phone number(s).
3. Each item can be borrowed for at most 2 weeks, and can be renewed once for another 2 weeks.
4. The deadline of returning will be 17:00 on the due date.
5. HK\$20.00 deposit will be collected for each item and refunded after item(s) is(are) returned. HK\$10.00 deposit will be deduced per day overdue, if item(s) is(are) not returned before holidays of University, penalty will be cumulated during holidays.
6. Borrower(s) should check whether item(s) is/are damaged before borrowing. (Borrower(s) is(are) liable for any fees involved for re-purchasing the item.)
7. Borrower(s) has(have) to bear penalty which equals to 150% of the market price of the item(s) for lost or damaged item(s).
8. The Association reserves the right of final decision.



Electrical and Electronic Engineering Association,  
Engineering Society, HKUST