**Annual General Body Meeting**

**NOTICE**

 Annual General Body Meeting (AGM) is scheduled on February 08, 2020 at 05:00 p.m. in the Seminar Room of the Institute of Energy & Environmental Engineering (IEEE), University of the Punjab, Q.A. Campus, and Lahore. All Members in good standing are invited to attended the meeting.

**Business of the Meeting:**

1. Condonation of extended period of the Council (01-01-2019 – to- date) and approval of all its decisions during the extended time.
2. Approval of the minutes of previous AGM (2017)
3. Progress Report by the Secretary
4. Financial Report by the Treasurer / Secretary Finance
5. Distribution of Gold Medals & Performance Awards
6. Any other item with the approval of the chair
7. Address by the President
8. Elections for The New Term of the Executive Council
9. Charge Handover/Take over ceremony
10. Address by the Elected President for the next term
11. Refreshment

(Engr. Prof. Dr. Mahmood Saleem)

 **Secretary General**

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