Full Name:	SRINIVAS BATHINI
Position:	PRESIDENT
Report Period:	December 11, 2017 to January 26, 2018
Date:	26-Jan-18



Highlight Progress

Winter orientation

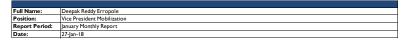
Supporting Fine Arts with Vernissage event GSA lounge arrangement

Date	Task and Related Project	Updates (e.g. Progress, Revised Forecast)	Next Steps	Point Contact (Name, Info)	Status	Directors comments
	·		we might need to purchase new	· · · · · · · · · · · · · · · · · · ·		Directors comments
13-Dec-17	Meeting with Alex from Studentcare	Making GSA lounge like a living room	sofas	Office manager	С	
13-Dec-17	Finalizing the sofa purchase discussion	Discussion to arrage GSA lounge and orderd	Order to be placed	Aurup (Office Manager)	С	
	ů i	informed Office manager to place the order	Order to be placed			
14-Dec-17	Coucil of director's meeting			council of directors	С	
18-Dec-17	GSA Lounge arrangement	Assembly of sofas along with office manager	two more needs to be assembled	Aurup (Office Manager)	С	
20-Dec-17	Meeting with Librarians	Discussion of improving the library facilities to	librarian will present in the	Lorie Kloda, Librarian	С	
20-060-17	i leeding with Libi at lans	our graduate students	council meeting	· .		
21-Dec-17	Executive meeting	regarding winter orientaiton		Minutes in Exec folder	С	
27-Dec-17	Executive meeting	regarding winter orientaiton		Minutes in Exec folder	С	
4-Jan-18	Executive meeting	Winter orientation planning		Minutes in Exec folder	С	
4-Jan-18	Students list	Met Dean of Students and submistted request	Need to follow up	David Baker, DoS	С	
4-Jan-18		for students list	•		C	
		Visited Laser Quest along with VP				
8-Jan-18	Laser Quest	Mobilization to book the event and pay	Hosting the event	Deepak, VP Mobilization	С	
		advance		•		
8-Jan-18	Executive meeting	Finalizing the events			С	
11-Jan-18	Meeting with The Concordian	-			С	
15-Jan-18	Meeting with DoS			Andew Woodall, DoS	С	
15-Jan-18	GSA Fine Arts Exhibition	Fine Arts Vernissage		Breanna, Councillor	С	
17-Jan-18	GSA Laser Quest	Organized the event along with VP Academic		VP Academic	С	
18-Jan-18	GSA Movie night			Execs	С	
20-Jan-18	GSA Trip	Trip to Super glissades		VP Mobilization & VP Academic	С	
22-Jan-18	GSA Fine Arts Exhibition	Closing the event		Breanna, Councillor	С	

	As	the President, I oversee duties and responsibilities of	all the Vice Presients			
		·				

For Reference

С	Complete
InP	In Progress
D	Delayed
WNA	Will not achieve / Cancelled
NoIn	No Information





Highlight Progre

		igner rogress		
- Winter Orienatation				
- Improving GSA image				l
- Newsletter				l
_	 			

_					-	
Date Ion 3rd	Task and Related Project	Updates (e.g. Progress, Revised Forecast) Dsicussion regarding Winter orientation	Next Steps More specific details regarding	Point Contact (Name, Info)	Status	Directors comments
Jan 3rd	Execuive committee meeting	- Planning, Bookings Status of all the events handled by different	events	President - GSA		
Jan 4th Jan 4th	Execuive committee meeting Meeting with President	executives Request for new students list for newsletter	Status update of individual events Follow up with President	President - GSA Vice President Mobilization - GSA	С	
Jan 4th	Communication with Laser Quest	In call discussion and getting available	Follow up	Vice President Mobilization - GSA	С	
Jan 5th	Communication with Super Glissades	quotations In call discussion to check availabilty and	Follow up	Vice President Mobilization - GSA	С	
		knowing various available activities In call discussion to check availability and to				
Jan 6th	Communication with Rock climbing	check how many they can accommodate	Follow up	Vice President Mobilization - GSA	С	
Jan 6th	Communication with Auto-bus	In call and email discussion to check bus availiblity for Winter trip	Follow up	Vice President Mobilization - GSA	С	
Jan 8th	Communication with Super Glissades	Request for quotation Welcome speech and some useful tips to new	Follow up	Vice President Mobilization - GSA	С	
Jan 9th	Welcome Speech - Student Success centre Orientation	students, growing the name of GSA	NA	Emily - Student Success Centre	С	
Jan 9th	CSGS Documentation study	Review the documents of previous meeting which was not able to attend	Attend upcoming CSGS meetings	Vice President Mobilization - GSA	С	
Jan 9th	Executive committee meeting	Discussion on Winter Orientaion events - reachability	NA	President - GSA	С	
Jan 10th	Newsletter	Details shared: Job opppurtunities - GSA Faculty Manager - GSA Finance Manager - GSA Oureach Coordinator	NA	Vice President Mobilization - GSA	С	
Jan 10th	Communication with Super Glissades	Booking the event for Jan 20th after discussion with the executives on all the activities offered	Follow up	Vice President Mobilization - GSA	С	
Jan 12th	Communication with Laser quest	In person discussion along with the president to book the event and pay the advance	Follow up	Vice President Mobilization - GSA	С	
Jan 12th	Eventbrite link for Winter Orienation activities	Created event brite links for all the events Creaed Facebook event for all the winter	NA NA	Vice President Mobilization - GSA	С	
Jan 12th	Facebook event for Winter Orienation events	orientation activities Details shared:	NA	Vice President Mobilization - GSA	С	
Jan 12th	Newsletter	Winter Orientation 2018 - GSA Laser Quest - GSA Movie Night - GSA Winter trip - GSA Ice Skating - GSA Vernissage - GSA Clubbing	NA	Vice President Mobilization - GSA	С	
Jan 12th	Communication with Super Glissades	In call discussion with Michel - Executive vice president regarding payment, rental equipment	Follow up with Michel for other costs and availability of equipment and food	Vice President Mobilization - GSA	С	
Jan 14th	Communication with Auto-bus	In call and email discussion to confirm booking of 3 buses for a total of 144 students	Follow up	Vice President Mobilization - GSA	С	
Jan 14th	Discussion with Finance manager	For the initial payment for Super-glissades and payment to Auto-bus for the buses	Follow up	Finance Manager - GSA	С	
Jan 14th	Student query regarding advocacy	Knowing complete details of the issue and	Follow up with VP academic	Vice President Academic - GSA	С	
Jan 15th	Student success centre - Emily	communicating with VP academic Discussion with Emily regarding more events to ineract with students personally and improve the image of GSA	NA	Emily - Student Success Centre	С	
Jan 15th	Meeting with Dean of Students & Deputy Provost	Discussions regarding Sexual harrasment case in English dept, various ideas on how to respond and how to improve life for students	NA	DOS	С	
Jan 15th	Meeting with Advocacy manager	Setup a meeting with VP academic and advocacy	Follow up with VP academic	Vice President Academic - GSA	С	
Jan 15th	Discussion with office manager	and advocacy manager with student Discussion with office manager regarding	NA	Vice President Mobilization - GSA	С	
Jan 16th	Communication with Laser quest	promotion of Operation Groundswell Confirmation of the event happening on 17th and checked if everything is ok as I wasn't able	105 students took part	Vice President Mobilization - GSA	С	
	Discussions with Xavier - Social-political affairs	to attend Discussions on survey QSU is conducting on				
Jan 16th	coordinator - QSU	University post secondary costs Discussions to get past 5 years university	Follow up	Vice President Mobilization - GSA	С	
Jan 18th	Discussions with Terry - DOS	costs data	NA	Vice President Mobilization - GSA	С	
Jan 18th	Discussions with Irmak bahar - CSU	Discussions to get past 5 years university costs data	NA	Vice President Mobilization - GSA	С	
Jan 19th	Winter trip Super glissades preparation	Checking with michel regarding the arrival, parking, checking with auto-bus	NA	Vice President Mobilization - GSA	С	
Jan 19th	Winter trip details updation to all the execs and emails to the participants	Prep talk with president, vp academic and email update to all participants regarding event details	NA	Vice President Mobilization - GSA	С	
Jan 19th	Discussions with Tania - Marketing Executive for QS - Quacquarelli Symonds	The QS World Grad School Tour promotion on FB page	NA	Vice President Mobilization - GSA	С	
Jan 19th	TRAC - Eunbyul	Discuissions regarding promotion of TRAC's general assembly on GSA page	NA	Vice President Mobilization - GSA	С	
Jan 19th	French classes	Created facebook event for french classes	NA 132 students attended took part	Vice President Mobilization - GSA	С	
Jan 20th Jan 22nd	Winter trip Refugee Centre - Chirine Mansour	Dsicussions on career fair happening on March	I32 students attended took part Follow up	Vice President Mobilization - GSA	С	
Jan 22nd Jan 23rd	Student query	15th and possible colloborations Winter trip payment issue	Follow up	Vice President Mobilization - GSA	С	
Jan 23rd	Student email list	Updated student email list on newsletter received from President	NA .	Vice President Mobilization - GSA	С	
Jan 24th	QSU - Carol-Ann - Secretary General	Discussions regarding QSU caucus happening	Follow up	Vice President Mobilization - GSA	С	
Jan 1st - 31st	Miscellaneous	on Feb 24th and 25th -Handling Facebook page and groups- approving/declining different requests and posts -always accessible through email and FB messenger	NA	Vice President Mobilization - GSA	С	
	Plan for upcoming month					
	Hiring of staff To organise career fair with Refugee centre				NoIn NoIn	
	Concordia website updation - Meting with GPD's of all				NoIn	
	depts Follow up on QSU caucus				NoIn	
	Newsletter GSA Council Meeting				NoIn NoIn	
	CSGS meeting				NoIn	
<u> </u>	Deep Immersions		I	l	NoIn	



Full Name:	THUFILE ARIFUL MOHAMED
Position:	VP - ACADEMIC & ADVOCACY
Report Period:	09-Dec-2018 to 26 Jan 2018
Date:	26-jan-18



This report period from Dec 9th till Jan 26th has been packed with various activities and meetings. In the absence of the VP Internal, his activities and works were delegated among the executives. The French classes begin from Jan 29th for the

Date	Task and Related Project	Updates (e.g. Progress, Revised Forecast)	Next Steps	Point Contact (Name, Info)	Status	Directors comments
13-Dec-17	Discussion with GSA Staff regarding activities to be followed up during winter break	NA NA	NA NA	VP Academic	c	
14-Dec-17	SIAC Document review	To follow up with JSIAC meeting in Winter term	NA NA	VP Academic	с	
14-Dec-17	Discussion with VP Internal regarding roles and responsibilities	To follow up with VP Internal through skype or whatsapp regarding activities during his absence	NA NA	VP Academic	c	
14-Dec-17	Follow up with Alex from Studentcare for mental health program	To discuss with the executive team regarding the Mental health program	To discuss with VP External	VP Academic	c	
15-Dec-17	Discussion with Ms.Samandis for winter term French classes	Ms. Samandis to update with her availability for the classes	To schedule French classes.	VP Academic	С	
15-Dec-17	Discussion with Students regarding Winter french classes	BI level french classes requested	To asses the requiremnt of other	VP Academic	c	
	Discussion with Funding manager regarding her roles and	Funding manager resigned as she graduted. To	students To handle the funding manger			
18-Dec-17	responsibilities	follow up with the works of the Funding manager	potfolio till a new Funding manager is hired	VP Academic	c	
19-Dec-17	Discussion with Executives and GSA staff regarding reaaranging	Lounge rearranged	NA NA	Office Manager	c	
20-Dec-17	the Lounge Discussion with Mr.Mehdi for winter term French classes	Mr.Mehdi to update with his availability for the	To schedule French classes.	VP Academic	c	
20-Dec-17	Discussion with Service Manager regarding vernisage event	dasses Alcohol permit not posisble to be issued due to	NA .	VP Academic		
	update	misisng the deadline	Execuitves to meet again to disuss			
21-De-2017	Executive meeting	Discussion on winter term plan	winter term plan BGSA to host activities for their	President	c	
22-Dec-17	Meeting with Graduate Student regarding GSA lounge booking	GSA lounge booked for BGSA event	members	VP Academic	c	
27-Dec-17	Executive meeting	Discussion on Faculty Manager resignation	Funding applications to be processed based on available	VP Academic	c	
			resources VP Internal/President to approve			
27-Dec-17	Email to Volunteers for CCR records updation	CCR record procedure shared	CCR record	VP Academic	c	
28-Dec-17	Discussion with a Gradute student who had an issue with her	Details collected from the student	Advised to meet the Advocacy manager for further course of	VP Academic	С	
	academic standing Contacted Axe throwing event organizer for potential hosting of		action Executive team to approve the			
30-Dec-17	the event as part of Winter orientation Contacted Cinema Scotia for details regarding hosting movie	Quotation received	event	VP Academic	c	
2-Jan-18	Contacted Cinema Scotia for details regarding hosting movie night as part of Winter orientation activity Meeting with Service manager to discuss about winter	Quotation received	Executive team to approve the event	VP Academic	c	
4-Jan-18	Meeting with Service manager to discuss about winter orinetation and other activities	Service manager to send a remider to Graduate student for the settling of Bils to host events	Service Manager to follow up	Service Manager	c	
4-Jan-18	Executive Meeting	Discussion regarding winter orientation	Executives to further plan the	President	c	
	Meeting with Service Manager to discuss and review about		Winter orientation activities a To infrom director fatemah			
5-Jan-18	feedbacks recived by GSA regarding orinetation events	Feedbacks and suggestions reviewed	regarding the feedback received about Farsi orinetation event	VP Academic	c	
5-Jan-18	Discussion with studnets for French class	French class survey to be sent	NA Execuitves delegated with	VP Academic	c	
8-Jan-18	Executive meeting	Discussion on winter orientation plans	individual orienattion activities to	President	c	
	Discussion with a graduate student regrading conference funding		be planned Conference funding applications	100.4		
8-Jan-18	applications	Conference funding applications to be reviewed	to be processed To attend CSGS meeting in	VP Academic	c	
8-Jan-18	CSGS Documentation Review	NA NA	February	VP Academic	c	
8-Jan-18	Discussion with Ms.Azin for hiring as a french teacher	Reviewed hiring application President to request student list from Dean of	To be hired if required	VP Academic	c	
9-Jan-18	Discussion with President for updated student name list Discussion with graduate student regarding CV & resume writing	Studnets office	Awaiting name list from DoS Details to be promoted in	VP Acadmeic	c	
9-Jan-18	event for Fine Arts Student	Event to be hosted for Fine Arts Student	newsletter	VP Acadmeic	c	
9-Jan-18	Discussion with Service manager regarding equipment list for orientation program	Service manager to prepare the list of equipment	Service manager to follow up with orientation event organizer	Service Manager	c	
9-Jan-18	Discussion with executives regrading hiring staffs	To hire Finance and funding manager	VP Mobilization to send call out in newsletter	VP Mobilization	c	
10-Jan-18	Discussion with CAPS for career event	To host career event for teaqching in CEGEPS for	Details to be promoted in	VP Academic	c	
10-Jan-18	Discussion with Ms. Antonella for hsoting January career fair	Fine Arts To hire volunteers for career fair	newsletter To send email to volunteers	VP Academic	c	
10-Jan-18 11-Jan-18	Email sent to Alumni centre for career event collaboration To assess the french class requirment for winter term	To meet the alumni centre on Jna 17th Create google form for french class survey	NA Survey to be sent in nesletter	VP Academic VP Academic		
11-Jan-18	Discussion with Service manager regarding movie timings to be	Movie times to be seleted basedon class schedule	Executive team to approve the	VP Academic		
11-Jan-18	fixed for Movie night orinetation event Hosted GSA free Pizza Greet & meet event at GSA Office	Event hosted successfully	event NA	VP Academic	c	
12-Jan-18	Email to CFAR for GSA funding	CFAR to submit required documents	Cheque to be issued after documents required is submitted	VP Academic	c	
12-Jan-18	Email replies to general queries to studnets and staffs	NA	documents required is submitted NA	VP Academic	с	
12-Jan-18 13-Jan-18	Assisted the Vernisage team in preparing the site Followups with CCSL funding & Extra Curricular funding	Vernisage event team to setup the site Funding applications to be reviewed	Event to start from Jan 15th Applications to be processed for	VP Academic VP Academic	_ c	
	applications		payment Volunteers to be selected based			
14-Jan-18	Volunteer recruitment for Career fair	Sign in form sent to volunteers for career event provided clarifications and details regarding funding	on the sign in form	VP Academic	c	
15-Jan-18	Emails to students regarding extra curricular funding applications	applications	Applications to be processed for payment	VP Academic	c	
15-Jan-18	Meeting with Dean of Students & Deputy Provost	Consultation on harrasment complaints in Engliush department	Concordia management to hold a followup consultation session	Dean of Students	c	
15-Jan-18	Attended Graduate Curriculam Committee Meeting	Graduate Calender details approved	NA NA	Secretary, GCC	с	
15-Jan-18	Meeting with Advocacy Manager	Discussion on various advocacy cases handled	To follow up with advocacy manager for case updates	Advocacy Manager	c	
16-Jan-18	Meeting with MSC-CTRF	Discussion regarding the associations registartion	To check with DOS for registration details	Dean of Students	c	
16-Jan-18 16-Jan-18	Meeting with CSE dept students Completion of Booking for Winter orientation movie night	Discussion regarding PCT exam issue Total of 105 tickets booked	Advocacy manager to followup To host movie night on Jan 18th	Advocacy Manager VP Academic	c	
16-Jan-18	Meeting with CSU Advocacy Manager	Discussion on future course of activities by advocacy	Need to hire new advocacy	VP Academic VP Academic		
16-Jan-18	Preparation of French class schedules and eventbrite link and	centre	manager in February end french classes to start from 22nd	VP Academic	_	
16-Jan-18	newsletter	French class regsitartion to start from 17th Jan	jan VP Academic to work on a	VP Academic		
17-Jan-18	Meeting with alumni centre	GSA to collaborate with alumni centre for career related events	collaboration plan with the alumni	VP Academic	c	
17-Jan-18	Emails to students on various clarifications and details requested	Respective details and clarifications provided to	entre NA	VP Academic		
18-Jan-18	Hosted Winter orientation movie night	students on different issues 105 Students participated	NA NA	VP Academic		
18-Jan-18	Emails to students on various clarifications and details requested	Respective details and clarifications provided to	NA NA	VP Academic		
19-Jan-18	Attended Senate meeting	students on different issues New programs approved at the senate	NA NA	VP Academic	c	
19-Jan-18	Preparation for Winter trip to super glissades Discussion with VP Mobilization & President regarding winter	Details sent to students	NA	VP Academic	C	
19-Jan-18	trip and other winter orientation activities	VP Mobilization to handle finances of the winter trip	NA NA	VP Academic	c	
20-Jan-18	Hosted Winter trip to Super glissades along with VP mobilization, Directors Azam & Krupa	132 students had participated for the trip	NA NA	VP Academic	c	
21-Jan-18	Email to council regarding Hiring committee	Council to approve on changes to the hiring committee	Awaiting approval from Council	VP Academic	c	
21-Jan-18	Preparation of Volunteers list for career fair	48 volunteers have registered	To shortlist volunteers and prepare a final list to be sent to	VP Academic	c	
_1-ven-10			CAPS	. reasontt		
22.1 10	Smile to student on french clare	Students have asked for more A2 level class	french class schedule to be	VP Academic		
22-Jan-18	Emails to student on french classes registration	Suspension make asked for more AZ level class	reworked inorder to help more studnets to register for the class.	VF ACADEMIC	,	
22.1	Seedle and a seedl	Due to the vacancy of Funding manager there the	The review of all funding	VP Academic		
22-Jan-18	Emails to students of funding applications query	processing of Conference funding is delayed	applications are processed with the available resources.	VP Academic	٠	
23-Jan-18	Emails to students for French class registration	Extra Frech classes scheduled	French class registration to restart on 24th jan	VP Academic	c	
23-Jan-18	French class newsleter prepared and updated	Newsletter scheduled to be sent to student on Jan	NA NA	VP Academic	c	
23-Jan-18	Council room bookings followup	24th Council rooms for Winter term booked and details	NA NA	VP Academic		
	- '	shared with Presidnet	Volunteers training session on Jan			
25-Jan-18	Discussion with CAPS for career event	Volunteers list updated for the event Respective details and clarifications provided to	26th	VP Academic	c	
25-Jan-18	Emails to students on various clarifications and details requested	students on different issues	NA .	VP Academic	c	
26-Jan-18	Volunteers training for Caps event	Volunteers informed on the different tasks for the CAPS fair	To send emails to the volunteers on respective tasks	VP Academic	c	
		Discussion on Concordia Task force and policy	To meet again for further			
26-Jan-18	Meeting with CSU Advocacy	reviews	discussion on GSA representation for policy reviews	VP Academic	c	
***			Classes to start from Monday Jan	VP.4		
26-Jan-18	Meeting French teachers	Discussion on class timings and curriculam	29th	VP Academic	c	
	Tentative Plan for Upcoming Month				-	
					L	
<u> </u>	Attend January Council meeting				Noln	
	Attend Executive Meeting Attend Senate Meeting				Noln	
	Attend CSGS meeting				NoIn	
	Attend GCC Meeting				Noln	
	Hiring of staffs Followup on C&F rule with Dr.Paula				NoIn NoIn	
	Followup on PCT with Advocacy manager				Noln	
	To attend Hiring committee for Staffs recruitment To review funding applications for GSA subsidies				NoIn NoIn	
1	Meeting with CSU				NoIn	
	To complete account to all the sile of the complete account to the complete ac					
	To organize career panel in ollaboration with CAPS To meet the alumni career centre with collaboration plan				NoIn NoIn	



Full Name:	Mohammad Taufiquzzaman
Position:	Vice President Internal
Report Period:	January
Date:	28th January 2018



Highlight Progress

Since I took a leave for my wedding, I was limited to most of my tasks during this period of time. I would like to thank all the other executives for their support in covering up most of my duties here while I was away. Most of my involvements were attending the executive meetings remotely for the planning and implementation of our winter activities. Other than that I was in emails and in social medai in managing some work related inquiries.

Date	Task and Related Project	Updates (e.g. Progress, Revised Forecast)	Next Steps	Point Contact (Name, Info)	Status	Directors comments
23rd Dec 2017	Executive Meeting with VP Academics	rianning for possible activities for the winter	executives to meet again to disuss	VP Academics and VP Internal	С	
27th Dec 2017	Executive Meeting video conference	Discussion on winter term plan and activities		Executives	С	
5th Jan 2018	Executive Meeting phone conference	vvinter orientation plannings and task	Following up on the Winter	Executives	С	
			İ			

С	Complete
InP	In Progress
D	Delayed
WNA	Will not achieve / Cancelled
NoIn	No Information

Full Name:	Amir Sadra Khorramizadeh
Position:	Vice President External
Report Period:	Dec 25th - Jan 27th
Date:	27.Jan.2018



Highlight Progress

- Wrote the report in council's approved template
 Took part in executive meeting
- Focused on winter orientation
- Cooridnated with execs and GSA team for orientation running

Date	Task and Related Project	Updates (e.g. Progress, Revised Forecast)	Next Steps	Point Contact (Name, Info)	Status	Directors comments
25.Dec.2017	Executive Meeting	Early disucssions about winter orientation	Contact Le 1000 Atrium	Executive Team	C	Directors comments
29.Dec.2017	Sent inquiry to Le 1000 Atrium for Ice Skating	Inquired about expenses, availability, etc.	Wait for response	Le 1000 Atrium management	C	
03.Jan.2018	Executive Meeting	Winter orientaiton discussions	Clarity more details regarding	Executive Team	C	
04.Jan.2018	Executive Meeting	Follow up on divided tasks	Contact Atrium for ice skating	Executive Team	C	
	Approached the following cubs: Karina, Thursdays,	· ·	Contact Multiple clubs			
08.Jan.2018	letClub LeCina	Chose Karina as the best candidate	Arrange agreement	SWCPC Management	С	
08.Jan.2018	Approached RBC for possible fundings sent detailed orientation pianning to KBCs branch	Booked appointment with management	Discuss orientaiton details	RBC Front Desk	С	
08.Jan.2018	assistant manager	As the follow up of the same day's discussion	Wait for response Ask GSA's finance manager to	Alina Mrut	С	
09.Jan.2018	Finalized booking with Atrium	Received the conctract	write the contract's cheque	Benjamin Pernin, Vinay	С	
10.Jan.2018	Finalized Karina club's booking	Dinner for 200	-	SWCPC Management, Srinivas	С	
11.Jan.2018	Arranged meeting with RBC	Received invitation	Discuss about KBCs	Alina Mrut	С	
12.Jan.2018	Met with RBC's branch assistant manager	Reached to the following agreement: • RRC will sponsor GSA's movie gight for	Update the executive team	Alina Mrut	С	
17.Jan.2018	Met with RBC's branch assistant manager	Took the movie gift card Discussed further about the conference with	Take the annual ski pass for SA's upcoming ski expets (not)	Alina Mrut, Srinivas	С	
18.Jan.2018	Attended GSA's movie night event	-	-	Deepak	С	
23.Jan.2018	Organazied and led the ice skating event	Took care of students' presence	-		С	
25.Jan.2018	Attended GSA's clubbing event	Helped for ticket distribution and entrance	-	Executive Team	С	
26.Jan.2018	Discussed about insurance's EmpowerME plan with Alex	health plans	Get the detailed mail and ask the	Alex	С	
26.Jan.2018	Reviewed the detailed information about EmpowerME		Contact the committee for	Student Care	InP	

For Reference

C	Complete
InP	In Progress
D	Delayed
WNA	Will not achieve / Cancelled
NoIn	No Information