

<b>Full Name:</b>	SRINIVAS BATHINI
<b>Position:</b>	PRESIDENT
<b>Report Period:</b>	October 31, 2017 to November 18, 2017
<b>Date:</b>	18-Nov-17



Highlight Progress
Approval of revised budget for 2017-18 mandate Policy modifications in departmental allocation and sustainability Multigeneration networking event with IEEE Allocation of academic and special projects funding

Date	Task and Related Project	Updates (e.g. Progress, Revised Forecast)	Next Steps	Point Contact (Name, Info)	Status	Directors comments
31-Oct-17	Executive meeting			Minutes in Exec folder	C	
31-Oct-17	GSA Inventory check prepared by service manager	Previous format was revised	needs further modifications	Service Manager	InP	
1-Nov-17	New administrative assistant joined	Just to update councilors			C	
1-Nov-17	ECLG Meeting (Embrace the City Leadership Group)	Upcoming concordia plans discussed (Montreal 2050, living lab & 4th space)	Will call for another meeting	Natalie Woodburn-Heron, office of Community Engagement	C	
2-Nov-17	GSA Inventory check prepared by service manager	format revised	Follow up with Service manager to finish soon	Service manager	InP	
2-Nov-17	Executive meeting			Minutes in Exec folder	C	
6-Nov-17	Follow up on the budget	With Finance manager	To be shared with budget committee members	Finance Manager	C	
7-Nov-17	Updated with GA agenda and documents required	Discussed all the motions of to be placed in the agenda of the meeting	Need to share the agenda and required documents with students	VP Mobilization and External	C	
8-Nov-17	Discussion on budget revision	Reviewed the revised budget and shared with budget committee members	share with all council members for approval	council of directors	C	
8-Nov-17	discussion with office manager upgradation of GSA lounge	Need to have proper measurements of the house and structure it	Need to buy sofa sets or nice covers or small tables	Office manager	InP	
13-Nov-17	Funding committee meeting	Allocated funding for Academic and special projects		Minutes in Funding committee folder	C	
13-Nov-17	Policy committee meeting	Revised departmental allocation policy, reviewed sustainability policy and also directors honorarium	to get ratified in council	minutes in policy committee folder	C	
14-Nov-17	Fall orientation feedback meeting	feedback related to orientation		execs	C	
14-Nov-17	Shared revised budget to all council of directors	for discussion and online voting	needs approval	council of directors	C	
16-Nov-17	Solving issues with replicon	Problem with the login software, Replicon for the newly joined administrative assistant	new account created in the replicon and the problem solved	Ana, Administrative assistant	C	
16-Nov-17	Executive meeting			Minutes in Exec folder	C	

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

<b>Full Name:</b>	THUFILE ARIFUL MOHAMED
<b>Position:</b>	VP - ACADEMIC & ADVOCACY
<b>Report Period:</b>	25-Oct-2017 to 18-Nov-2017
<b>Date:</b>	18-Nov-17

**Highlight Progress**

Successfully hosted Multigeneration Networking event with IEEE. Reworked on GSA budget for Summer rollover and surplus fund. Conference Funding Approved for the Month of October. Fall term Academic & Special projects Funding Approved. Represented in the Senate for approval of Graduate Curriculum change. Represented in CSGS for approval of courses for new Chemical Department. French class payments processed

Date	Task and Related Project	Updates (e.g. Progress, Revised Forecast)	Next Steps	Point Contact (Name, Info)	Status	Directors comments
26-Oct-17	Hiring Committee meeting for Administrative Assistant	Finalized the Administrative Assistant	NA	President, VP Internal	C	
30-Oct-17	Attended October Council Meeting	Executives to rework on budget, and follow new report template	NA	-	c	
31-Oct-17	Attended Senate Steering Committee	Agenda Setup for Nov 10th Senate meeting. Proposed motion for discussion on Bill C - 62 in the Senate	Drafting of Motion for the Senate and lobbying with other Senators	Danielle, Senate Secretary	c	
31-Oct-17	Attended Executive Meeting at GSA office	Discussion on Budget revision and other council outcome according to Council MOM	To rework on budget and rework on the councils expectations as per MOM	President	c	
31-Oct-17	Attended Staff Executive Meeting	Discussion on Work tracker format, budget discussion and other daily operations discussion	NA	VP Internal	C	
2-Nov-17	Attended Executive Meeting at GSA office	Discussion on mental health workshop	To collaborate with VP External for hosting an event	President	c	
2-Nov-17	Meeting with a student regarding his potential medical case	Directed to the Advocacy advocate	NA	Advocacy Manager	c	
3-Nov-17	Budget meeting with President, VP Internal & Finance manager	Budget revised with summer rollover and surplus	To be sent to the council for approval	President	c	
3-Nov-17	Payment for French teachers finalized for October month classes	Paychecks for the teachers processed	To finalize payment for the month of November	VP Internal, Finance manager	c	
3-Nov-17	Discussion with a new international student regarding queries in GSA health care	Queries answered and clarified	NA	-	c	
6-Nov-17	Reviewed Draft Sustainability policy	Sustainability policy revised	To be sent to the council for approval	Sustainability Committee	inp	
6-Nov-17	Approval of Regalia for Convocation as a Senator	Convocation for the Fall term is on Nov 20th	To take part in Convocation on 20th Nov	Senate Secretary	C	
6-Nov-17	Discussion with CAPS for upcoming career events	Winter career fair to be hosted in January in collaboration with CAPS	To meet the CAPS team in December	CAPS Office	c	
7-Nov-17	Conference Funding meeting with the President	Reviewed & Approved October month Conference funding	Funds to be disbursed by the Finance manager and VP Internal to the approved applicants	Faculty Manager	c	
8-Nov-17	Reviewed and Approved draft for the Terms of Reference of the Ombuds Office	Draft approved by the review committee	To be sent to the senate	Enza, Director, University Secretariat	c	
8-Nov-17	Discussion with office Manager regarding French class registration in last two years	This term of GSA (2017-2018) has already enrolled the highest number of students for the French class when compared with previous two years	To organize the Winter french classes	VP Academic	c	
10-Nov-17	Discussion with a student regarding her summer fee dispute	Directed to the Advocacy advocate	Na	Advocacy Manager	c	
10-Nov-17	Attended November Senate meeting	Senate Committee Appointments approved to include faculties for the committees	NA	Senate Secretary	c	
10-Nov-17	Attended November Senate meeting	Represented as a Senator for Approval of Graduate Curriculum change in Dept of Applied Human Science	NA	Senate Secretary	c	
10-Nov-17	Attended November Senate meeting	Represented as a Senator for Approval of Graduate Curriculum change in Dept of Philosophy	NA	Senate Secretary	c	
10-Nov-17	Attended November Senate meeting	Represented as a Senator for Approval of Graduate Curriculum change in Dept of Sociology & Anthropology	NA	Senate Secretary	c	
10-Nov-17	Attended November Senate meeting	Represented as a Senator for Approval of Graduate Curriculum change in Dept of Engineering in Sociology	NA	Senate Secretary	c	
10-Nov-17	Attended November Senate meeting	Represented as a Senator for Approval of Graduate Curriculum change in JMSB (PhD in Business Administration)	NA	Senate Secretary	c	
10-Nov-17	Attended November Senate meeting	Represented as a Senator for approval of Motion against BILL C-62	Senate to release a statement against the newly introduced Bill C-62 by the Quebec government	Senate Secretary	c	
10-Nov-17	Meeting with Advocacy Manager	Discussion on advocacy centre promotion. Standing banner approved to be printed	Need to promote the Advocacy centre in the Winter orientation	VP Academic	c	
13-Nov-17	Attended Council for School of Graduate Studies	Represented GSA for the approval of new Chemical Engineering Department	NA	SGS Dean	c	
13-Nov-17	Discussion with Dr. Paula Wood Adams, Dean SGS, regarding Canadian Graduate Studies Survey results	Concordia University has a good reputation in research but needs to focus more on graduate employment	To meet the Dean at November last week for a detailed discussion on the survey and steps to be taken	SGS Dean	c	
13-Nov-17	Followup with Dr. Debbabi regarding C & F petition	Dr. Debbabi to followup with dr. Amir, Dean ENCS	Followup with Dr. Amir and to plan for a meeting with the Dean of SGS	-	inp	
13-Nov-17	Attended Fall funding Committee meeting	Reviewd & approved Academic & Special projects funding for Fall term along with the Funding committee	Funds to be disbursed by the Finance manager and VP Internal to the approved applicants	Faculty Manager	c	
13-Nov-17	Attended Policy committee meeting	Discussion on policies to be tabled for the council meeting and review of department allocation policy	pending policies to be put as a motion in the council meeting	Policy Committee	c	
13-Nov-17	Discussion with a student who had problem in applying for conference funding	Helped the student with required information and clarifications	Application forwarded to faculty manager to be added in November month of Applicants	Faculty Manager	c	
14-Nov-17	Attended Dean of Students Meeting	Discussion on fall orientation and feedbacks from DoS	VP Internal to followup with DoS for Winter orientation	Paje, Dean of Studnets Office	c	
14-Nov-17	Attended Staff Executive Meeting	Discussion on GSA office renovation, french class, Staff vacations and other day to day operations	Staffs to submit a chart containign their vacation duration information	VP Internal	c	
14-Nov-17	Attended meeting with ribal along with VP External	To organize mental health workshops as part of GSA	To collaborate with VP external for hosting stress management event focusing on final exams	VP External	c	
17-Nov-17	Hosting multi generation networking event with IEEE	Along with VP Internal hosted the event successfully. First 20 GSA members were given free ticket for the event	NA	VP Academic & VP Internal	c	
17-Nov-17	Discussion with a student who needed urgent legal help	Guided the student to use the CSU legal clinic services	NA	CSU legal Clinic	c	
	<b>Tentative Plan for Upcoming Month</b>					
	Attend November Council meeting				Nolin	
	Attend Fall Convocation as a Senator				Nolin	
	Attend CSGS meeting				Nolin	
	Attend December Senate Meeting				Nolin	
	Attend Graduate Curriculum Meeting				Nolin	
	Attend Joint Senate Research Meeting				Nolin	
	Close Fall French class				Nolin	
	Plan for Winter French classes				Nolin	
	Followup with ENCS Dean for C & F				Nolin	
	Plan for January Academic Events & winter activities				Nolin	

<b>For Reference</b>	
C	Complete
inp	In Progress
D	Delayed
WNA	Will not achieve / Cancelled
Nolin	No Information

<b>Full Name:</b>	Mohammad Taufiqzaman
<b>Position:</b>	Vice President Internal
<b>Report Period:</b>	November
<b>Date:</b>	18th November 2017



**Highlight Progress**

Most of my tasks were related to managing the GSA house, as well as looking after the staff members and general expenditures. Other than that I was also preparing for the Winter Orientation programs as it's already been informed to the council that I will be off for my engagement for January 2018. The main two events that we had related to IEEE and Halloween was needed to be followed up properly. Other than that I also had to conduct some of the committee meetings which I was assign to chair or be the committee member itself.

Date	Task and Related Project	Updates (e.g. Progress, Revised Forecast)	Next Steps	Point Contact (Name, Info)	Status	Directors comments
31/10/2017	Staff-Executive biweekly meeting	Updating on what all the present stalls	Working on the discussions that	Vice President Internal	C	
31/10/2017	Paying up at Reggies for the GSA Halloween party	All payment done with Reggies	File the receipts to the Finance	Vice President Internal	C	
31/10/2017	Executive Meeting	Updates in all the roles and plans for each	working on the discussions that	President/Finance Manager	C	
31/10/2017	Returning the fog machine rented for the Halloween	Returned it near Cremiaz and collecting the	File the receipts to the Finance	Vice President Internal	C	
01/11/2017	IEEE Young Professionals Exec meeting at McGill and	Discussion on the IEEE Multi Generation event	Further planning for the invited	Vice President Internal	InP	
01/11/2017	Meeting with the VP Assoc for the approval	Signing off and submitted to the Concordia	keeping copies before sending it	Vice President Internal	C	
01/11/2017	Signing staff time sheets for approving their pay	Discussing on possible venues through them	Distributing tasks among IEEE	Vice President Internal	InP	
01/11/2017	Meeting with IEEE Concordia as they are also	Storing it at the GSA house till the event starts	Using these materials when during	Vice President Internal	InP	
01/11/2017	Receiving IEEE promotional materials and magazines from	Keeping the transaction with the	Followup in whether the payment	Administrative Assistant	InP	
01/11/2017	Payment for the GA poster designer and the Halloween	Updating on what's been done so far for our	reviewing on the policy that will	Vice President Internal	C	
02/11/2017	Sustainable Committee Meeting	Reviewing on each of every budget lines that	Send it to the budget committee	President	C	
03/11/2017	Working on the GSA budget for summer rollover with	Made sure the payment was done to the right	File the receipts to the Finance	Vice President Internal	C	
03/11/2017	Followup on the payment for the GSA poster designer and	Collected the final design from the President	Putting up the posters around	Vice President Mobilization	C	
06/11/2017	Printing out posters for the GSA General Assembly	Updating VP Mobilization for the confirmation	Have the GA Campaigning and into	Vice President Mobilization	InP	
06/11/2017	Talked to the securities for confirming space for the GA	Could cover EV, Hall and JMSB	Working on the discussions that	Vice President Mobilization	C	
06/11/2017	Putting up the General Assembly posters in campus	Plans and task distribution of the GA	in need to have donation directly	Vice President Mobilization	C	
07/11/2017	General Assembly Committee Meeting	VP mobilization taking charge of the campaign.	Make sure that we have sufficient food for the	Vice President Internal	InP	
07/11/2017	Made sure all the materials required are available for the	GA will deliver the GA students get the	Confirm the funding that GSA	Vice President Internal	C	
07/11/2017	GA campaigning and the info session.	Printing and resizing it and delivering it to VP	Hand it over to VP Mobilization	Vice President Mobilization	C	
07/11/2017	Selecting and ordering food for the General Assembly	Looking into possible dates for reservation	talk to the executive team for the	Vice President Internal	InP	
07/11/2017	Sending the GSA logo to the Concordia student branch	Request send for the multimedia	waiting for the confirmation from	Service Manager	InP	
07/11/2017	Printing out flyers and more posters for the GA	Final confirmation on the food items for the	File the receipts to the Finance	Vice President Internal	C	
08/11/2017	Talking to the laser tag at St. Catharines for winter	Following up on what else was needed to add	providing all these to the vp	Vice President Internal	C	
08/11/2017	Reservation event	it was mainly considered for the GA but will	Use it for the GA and keep it for	Vice President Internal	C	
09/11/2017	Approving the multimedia from fits for the GA through	went through the meeting and reviewed their	Follow up on the next CSGA	Dean of Graduate Studies	C	
09/11/2017	Service Manager	Got the confirmation for the confirmation	Confirmation done	Service Manager	C	
09/11/2017	Going to Louie Pizza for the GA and finalizing the order	settled in for the Academic and special	Forward all the decisions	Vice President Internal	C	
10/11/17	Went for other food items for the General Assembly	reviewed on all the activities that went through	Have had a meeting with the DOS	student engagement coordinator	C	
10/11/17	Had to purchase a trolley for the inventory in carrying big	Updating on what all the present stalls	working on the discussions that	Vice President Internal	C	
13/11/2017	CSGA Meeting at the LB	Was the first time meeting with them and	talk to the other executives and	Vice President Internal	InP	
13/11/2017	Confirming with the service manager for the next GSA	talked to the manager for possible dates and	Discuss with the executives and	Vice President Internal	C	
13/11/2017	council meeting space booking	Looking into possible dates for reservation	talk to the executive team for the	Vice President Internal	C	
13/11/2017	Funding Committee Meeting	and any discounts that we can get	since the GSA budget was frozen,	Vice President Internal	C	
13/11/2017	Meeting with the Dean of Students for the Fall orientation	the union rep needed to deliver some	will have future meeting with him	Vice President Internal	C	
14/11/2017	Meeting with the Scotiabank for future sponsorship	GSA helped them with some logostatics and	will receive an updated report	Vice President Internal	C	
14/11/2017	Staff-Executive biweekly meeting	will be reaching out to some specific activities	will be informing the executive	Vice President Internal	InP	
14/11/2017	Meeting with the Scotia Bank for future sponsorship	Mainly related to food and space booking	Deliver it to the next council	Vice President Internal	InP	
15/11/2017	Went to Atrium Le 1000 to talk about the skating	Making sure all that requires for the council	Wrapping things up after the	President/Council Chair	InP	
15/11/2017	Visited the Montreal Forum to see if we can have another	meeting logistically is provided properly	meeting and collecting the time			
15/11/2017	Looking up for CSO lounge booking for the winter orientation					
16/11/2017	Looked up for CSO lounge booking for the winter orientation					
17/11/2017	Talked to the Concordia Union representatives related to					
17/11/2017	the conditions for the staff workspace					
17/11/2017	IEEE Multi Generation Collaboration event					
20/11/2017	Will look into possible events that could be included for					
20/11/2017	the Winter Orientation					
23/11/2017	Fixing on all the remaining items and logostatics for the next					
23/11/2017	council meeting					
24/11/2017	November Council Meeting					

**For Reference**

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

<b>Full Name:</b>	Deepak Reddy Erropole
<b>Position:</b>	Vice President Mobilization
<b>Report Period:</b>	November Monthly Report
<b>Date:</b>	18-Nov-17



Highlight Progress	
<ul style="list-style-type: none"> <li>- Newsletter</li> <li>- Two new projects (In progress)               <ol style="list-style-type: none"> <li>1) Every month info sessions</li> <li>2) Deep Immersions</li> </ol> </li> <li>- Advocacy week Ottawa</li> <li>- Meeting with potential sponsor</li> <li>- Health care committee Meeting</li> </ul>	

Date	Task and Related Project	Updates (e.g. Progress, Revised Forecast)	Next Steps	Point Contact (Name, Info)	Status	Directors comments
Oct 31st	Executive Meeting	Discussions on upcoming tasks	To have meeting by-weekly	President - GSA	C	
Oct 31st	Ottawa Advocacy week (CASA & QSU) - Spoke with QSU Executive	GSA representation at Federal level after discussing with other Execs - Nov 26th to Dec 1st	Go through all needed online webinars and other sources of information provided by CASA and QSU to attend the Event	Guillaume Lecoprs - Vice President - QSU	InP	
Nov 1st	Newsletter	Details shared: Info Regarding General Assembly LEED workshop ISO 4 workshops - immigration quebec, working in canada, pgwp, permanent residency (as their bulletin is down)		Vice President Mobilization - GSA	C	
Nov 1st		Created FB event page for GA (pending: cover needs to be uploaded)	Updated cover page Invited more than 1200 people	Vice President Mobilization - GSA	C	
Nov 1st	General Assembly	Sent execs mail regarding GA poster, logistics and agenda building		All Execs - GSA	C	
Nov 1st		Mail to outreach co-ordinator to organise the classroom visits		Outreach Co-ordinator - GSA	Noln	
Nov 1st	GSA monthly info sessions	Mailed campaigns committee to start a new campaign project to increase GSA's image and reachability.	Need to plan committee meeting after getting responses	Vice President Mobilization - GSA	InP	
Nov 2nd	QSU presentation at the GSA council	Explained QSU exec how GSA works and how everything has to go to council before being going for referendum/GA to join them as a member	November council meeting they are not available. Should found suitable council meeting (date which suits them) which they could attend and present	Guillaume Lecoprs - Vice President - QSU	InP	
Nov 2nd	QSU Caucus - October 2017 documents	Requested English docs of the Caucus as few large documents were in translating process	To submit the documents to the councilors once received to provide information on what QSU is doing	Guillaume Lecoprs - Vice President - QSU	InP	
Nov 3rd	GSA Graduates list	Updated newsletter sending site (madnim) with the updated students list received from DOS		President - GSA	C	
Nov 7th	GA committee meeting	Worked on the agenda motion by motion (about 40 motions) and sent the agenda to President		GA committee members	C	
Nov 7th	Potential sponsor (restaurant)	Got the contact from ex-Vice president. Discussed to set a meeting.			InP	
Nov 8th	Info session	Info session regarding the General Assembly for about 3 hrs with pamphlets, coffee, timbits		Vice President Mobilization - GSA Vice President External - GSA	C	
Nov 9th	Newsletter	Details Shared: General Assembly		Vice President Mobilization - GSA	C	
Nov 9th	Executive Meeting	General Assembly - To discuss final logistics			C	
Nov 10th	General Assembly	Bought snacks for the GA along with Vice President Internal, discussion with president regarding small clerical changes & taking care of logistics		All Execs - GSA	WNA	
Nov 13th	Survey	Discussed to distribute a survey on university costs and student debts in Ontario and Quebec & results will be shared.		Chris Glover PhD Candidate OISE - University of Toronto	InP	
Nov 13th	Newsletter	Details shared: -Communication and Networking workshop - "Crack the Case" Workshop with Vocaprep -Networking & Branding Workshop - IEEE Multi-Generation Networking Cocktail		Vice President Mobilization - GSA	C	
Nov 13th	CSGS meeting	Represented GSA in decision making along with Vice President - Internal & Academic. All the minutes are confidential.		Michael Jordan Executive Secretary to the Dean School of Graduate Studies, Concordia University	C	
Nov 13th	Concordia website updation	Concordia website updation to the current courses offered	To get in contact with program co-ordinators	Paula Wood Adams Dean of Graduate Studies	InP	
Nov 13th	Concordia admit letter to engineers	Concordia's admit letter misses a bit of clarity on tuition fee.		Virginia Bruce Director, Graduate Admissions & Student Affairs at Concordia University	InP	
Nov 14th	Dean Of Students meeting	Discussed: -Feedback on fall orientation events -Availability of rooms for winter orientation -Department allocation policy -Reduction in redundancy of events and all possible collaborations from DOS with GSA umbrella associations. -Request for accessible room for GSA all year around.		Paige Hilderman Student Engagement Coordinator Dean of Students Office, Concordia University	C	
Nov 14th	Staff Exec meeting	Discussions to modify GSA lounge, who will be responsible for staff and finances, planning of winter activities when Vice President Internal is away.	Planning of Winter orientation activities with other execs and service manager before Vice President Internal leaves.	Vice President - Internal	InP	
Nov 15th	Newsletter	Details shared: - IEEE Multi-Generation Networking Cocktail -Meaning Business - Port of Montreal: Workshop (Nov 23) and Off-Campus Visit (Nov 30) ISO -GRADUATE RESEARCH AWARDS for Disarmament, Arms Control and Non-Proliferation 2017-2018			C	
Nov 15th	Advocacy Week Backgrounder Webinar	Details on policies which will be discussed during the advocacy week. (Discussions will be shared after the event only with the councilors)			C	
Nov 16th	Student Life Committee Meeting	Discussions on upcoming events in this semester. Proposal of new Project (Deep Immersions) - Available in minutes		Vice President - External	C	
Nov 16th	Deep Immersions	A new project to bring students with similar interests	To organise meetups every two weeks (approx) based on different topics	Vice President - Mobilization	InP	
Nov 18th	Newsletter	Details shared: -Hackathon volunteers -Council meeting -Communications Manager position -Survey on student debts -AVEQ mental health services student survey -Deep Immersions (Running club)			C	
Nov 20th	Meeting with Potential sponsor	Will update once discussed				
Nov 23rd	Health Care Committee Meeting	Agenda is shared with the council. Discussions will be updated after the meeting.		Chloe - Director - GSA		
Nov 24th	GSA Council Meeting	Yet to attend		Chair - GSA		
Nov 26th - 29th	Advocacy Week Ottawa	To attend lounge meetings with delegates (Discussions will be shared after the event only with the councilors)		Guillaume Lecoprs - Vice President - QSU		
Nov 1st - 30th	Miscellaneous	-Handling Facebook page and groups- -approving/declining different requests and posts -always accessible through email and prompt replies			InP	

For Reference	
C	Complete
InP	In Progress
D	Delayed
WNA	Will not achieve / Cancelled
Noln	No Information

<b>Full Name:</b>	Amir Sadra Khorramzadeh
<b>Position:</b>	Vice President External
<b>Report Period:</b>	Oct 31st - Nov 18th 2017
<b>Date:</b>	



Highlight Progress	
<ul style="list-style-type: none"> <li>• Wrote the report in council's approved template</li> <li>• Took part in executive meetings</li> <li>• Contacted an external community - Netwoko for possible collaboration</li> <li>• Helped VP Mobilization chairing the GA committee</li> </ul>	

Date	Task and Related Project	Updates (e.g. Progress, Revised Forecast)	Next Steps	Point Contact (Name, Info)	Status	Directors comments
31-Oct-17	Executive Meeting	<ul style="list-style-type: none"> <li>• Focused on external activities</li> <li>• Sent individual feedback to council</li> <li>• Followed the template</li> </ul>	Concentrate on external responsibilities	All execs	C	
2-Nov-17	Executive Meeting	<ul style="list-style-type: none"> <li>• Invited Ribal regarding a mental health program meeting</li> <li>• Gathered information about McGill's PSG</li> <li>• Clarified the differences between ASEQ and QSU</li> </ul>	Contact Ribal Complete QSU report	All execs	C	
2-Nov-17	Called for GA committee meeting	<ul style="list-style-type: none"> <li>• Announced possible dates for the urgent meeting</li> <li>• Respond received on Nov. 6th</li> </ul>	Wait for respond	GA Committee Members	C	
7-Nov-17	Chaired the GA committee meeting with VP Mobilization	<ul style="list-style-type: none"> <li>• Helped VP mobilization, Parth and Manoj to correct the differences between two bylaws.</li> </ul>		Deepak, Chloe, Manoj	C	
7-Nov-17	Contacted Netwoko for colloboration	<ul style="list-style-type: none"> <li>• Invited Netwoko for a teleconference meeting regarding collaboration with GSA</li> <li>• Respond received on Nov. 16th</li> </ul>	Wait for respond	Uyen Le, KJ Cho	C	
9-Nov-17	Provided coffee for GA info session	<ul style="list-style-type: none"> <li>• Bought coffee from Tim Hortons and organized the table for the info session</li> </ul>		Deepak	C	
10-Nov-17	Helped organizing the GA	<ul style="list-style-type: none"> <li>• Brought food and drinks to the meeting</li> </ul>		Taufiq	C	
14-Nov-17	Mental health meeting	<ul style="list-style-type: none"> <li>• On Nov. 16, Srinivas approved the event.</li> </ul>	Contact Srinivas for confirmation for announcing the mental health event	Ribal, Thufile	InP	
16-Nov-17	Executive Meeting	<ul style="list-style-type: none"> <li>• Announced peer to peer discussion event to the student life committee on the same day.</li> </ul>	Announce the confirmation to the committee	Taufiq, Thufile	C	
16-Nov-17	Student Life Committee Meeting	<ul style="list-style-type: none"> <li>• Announced the decided events including the p2p talk session and the social events of December to the council.</li> <li>• Asked the council for an online voting regarding the p2p talk session since it must be handled quickly.</li> </ul>	Wait for council's approval	Parth, Nishant, Angelica, Deepak	InP	
16-Nov-17	Sent mail to councillors for online voting regarding November and Decevents	<ul style="list-style-type: none"> <li>• Still no updates as of Nov. 18th</li> </ul>	Wait for council's respond	Council	InP	
16-Nov-17	Completed QSU report regarding the tuition hikes		Contact Mahsa for arranging a meeting with QSU		C	
17-Nov-17	Sent the report to Mahsa and Srinivas		Arrange meeting with QSU to provide the report	Mahsa, Srinivas	C	
17-Nov-17	Fixtated the tele-conference date with Netwoko on 21st		Talk about possible cross-student collaboration between Netwoko and GSA.	Uyen Le, KJ Cho	C	

<b>For Reference</b>	
C	Complete
InP	In Progress
D	Delayed
WNA	Will not achieve / Cancelled
NoIn	No Information