

Full Name	Venkata Sai Santhosh Ella
Position	Vice President External
Report Period	1-07-2022 to 31-06-2022

Highlights of the month
1) Frosh Planning and Collaborating with CSU 2) Sustainability Committee 3) Student Life Committee 4) Collaboration Talks with JMGSa

Date	Task & Related Project	Updates (e.g., Progress, Revised Forecast)	Next Steps	Time Spent	Point of Contact	Status	Director's Comments
6th July	Budget discussion	Budget allocation discussion		1 hour	VP Internal	C	
7th July	Sustainability Committee		Contacting ENUF	30 Minutes	VP External	C	
8th July	O/F collab discussion with CSU	Frosh planning		1 hour	VP Mobilization	C	
8th July	O/F meeting with DoS	Updates and measures		2.5 hours	VP Mobilization	C	
8th July	Staff executive meeting	July meeting		1.5 hour	President	C	
8th July	Subsidy Verification	LinkedIn Verification		1 Hour	VP External	C	
8th July	Verification Of funding Behalf of Funding Manager	Verified the Application for Conference Funding		3 Hours	Office Manager	C	
11th July	Meeting Laser game Evolution	Booking the Space for the frosh		30 Minutes	VP External	C	
12th July	Meeting with ENUF	Discussing regarding Sustainability committee		45 Minutes	VP External	C	
13th July	Meeting with Harley- CSU	Discussion regarding Frosh Collaborating		2 Hours	VP Mobilization	C	
13th July	Execs General Meeting	Pitching the Laser Tag Idea		2 Hours	President	C	
14th July	O/F Planners Committee Meeting	Meeting With DOS		1 Hour	VP Mobilization	C	
14th July	Execs General Meeting	Frosh Discussion with whole team		4 Hour	President	C	
14th July	Sponsorship Planning	Discussing the sponsorships with Execs Team		2 Hour	VP Mobilization	C	
15th July	Council Meeting Prep	Hybrid model set up	N/A	2.5 Hours	President	C	
15th July	Council meeting	Second Council Meeting	N/A	3.5 Hours	Council	C	
18th July	Meeting with CSU	Discussing regarding BIPOC event		1:30 Hour	VP External	C	
20th July	Meeting with Harley	B event Planning and rollout		1:30 Hours	VP External	C	
21st July	Alcohol Permit			30 Min	VP External	C	
22nd July	O/F meeting with DoS	Updates and measures		2 Hours	VP External	C	
22nd July	Meeting with the ECSGA Team	General Meetups		1 Hour	President	C	
22nd July	Sustainability Committee	Annual Report Preparation		2 Hours	VP Internal	C	
22nd July	JMGSa Executive Meeting	Discussion regarding Collaboration		2 Hours	President	C	
22nd July	Executive Meeting	General Updates		1:30 Hour	President	C	
22nd July	Updating the Frosh Discussion		N/A	45 Min	VP Mobilization	C	
22nd July	Replying the Students and Student life committee			30 Min	VP External	C	
24th July	Sponsorship Committee	Preparing the google form	Rolling out to team	30 Min	VP External	C	
25th July	Bi-Weekly Staff and Executive Meeting	Updates		1:00 Hour	President	C	
25th July	Committee formation	Emailing Directors for formation of new committee	Review Responses	2:00 Hours	VP External	C	
25th July	Emailing Calypso	Requesting for the Quote	Review the quote	20 Minuets	VP External	C	
25th July	Laser tag event Booking	Event booking and negotiation	Payment	1:30 Hour	VP External	C	
27th July	O/F meeting with DoS	Updates and measures		1:30 Hour	VP External	C	
27th July	Laser tag event Booking	Payment link call		30 Min	VP External	C	
28th July	Executive Meeting	Updates		1:00 Hour	President	C	

29 th July	Sustainability Yearly Planning Report		Presenting in council meeting	3:00 Hours	VP External	C	
29 th July	Student Life Committee Meeting	Planning Regarding Frosh		1:00 Hour	VP Mobilization	C	
29 th July	Alcohol Permit	Alcohol serving Process	Getting the permit from the Government	30 Minutes	VP External	C	