

Full Name	Venkata Sai Santhosh Ella
Position	Vice President External
Report Period	15-05-2022 to 8-07-2022

Highlights of the month
<ol style="list-style-type: none"> <li>1) Onboarding</li> <li>2) Gaspé trip Execution and Planning</li> <li>3) Health and Wellness subsidy Roll out</li> <li>4) LinkedIn Roll Out</li> <li>5) First Council Meeting</li> </ol>

Date	Task & Related Project	Updates (e.g., Progress, Revised Forecast)	Next Steps	Time Spent	Point of Contact	Status	Director's Comments
12 <sup>th</sup> May	Training session	First introduction session with new team	N/A	2 Hour	Outgoing VP Academic	C	
12 <sup>th</sup> May	Meeting with ECSGA President	Discussion about collaboration event	N/A	1 Hour	President	C	
17 <sup>th</sup> May	Knowledge Transfer with outgoing President	Discussed must dos in the first council meeting	N/A	2 Hours	Outgoing President	C	
18 <sup>th</sup> May	Knowledge Transfer with outgoing President	Regarding Budgeting of External Events	N/A	1 Hour	Outgoing President	C	
19 <sup>th</sup> May	Meeting with DoS and GSA execs	Orientation with GSA	N/A	2 Hour	President	C	
20 <sup>th</sup> May	Meeting with ECSGA President	Discussion about Collaboration event	N/A	2 Hour	President	C	
20 <sup>th</sup> May	GSA Execs meeting	Training session- 1	N/A	2 Hour	Outgoing VP Academic	C	
21 <sup>st</sup> May	Budget Approximation	Tried understanding various budget lines and anticipated exclusive requirements for the upcoming year	N/A	2 Hour	VP Internal	C	
31 <sup>st</sup> May	Knowledge Transfer with Outgoing External	Knowing and roles and responsibilities	N/A	2 Hour	Outgoing VP External	C	
2 <sup>nd</sup> June	Meeting with DoS	How to plan events on campus	N/A	1 Hour	VP Mobilization	C	
3 <sup>rd</sup> June	O/F Planners Committee Meeting	Introduction and Orientation for Frosh events	N/A	1 Hour	VP Mobilization	C	
4 <sup>th</sup> June	Grocery Subsidy Queries	Replying to students regarding their queries for the collection of Grocery Card	N/A	30 Minutes	VP External	C	
5 <sup>th</sup> June	Grocery Subsidy Queries	Discussing with Sebrina regarding the student queries	N/A	15 Minutes	VP External	C	
6 <sup>th</sup> June	Grocery Subsidy Queries	Replying to students regarding their queries for the collection of Grocery Card	N/A	30 Minutes	VP External	C	
8 <sup>th</sup> June	Gaspé Proposal with ECSGA President	Verifying The Quotation from Concord tours and travels	N/A	2 Hour	VP External	C	
9 <sup>th</sup> June	Gaspé Proposal Preparation	Proposal for the council for the council approval	N/A	2 Hours	VP External	C	
9 <sup>th</sup> June	Staff- exec meeting	Introduction, House renovation, duties, and expectations	N/A	1.5 Hours	President	C	
9 <sup>th</sup> June	Gaspé trip planning	Logistics and Social Media planning	N/A	3 Hours	VP Mobilization	C	
9 <sup>th</sup> June	Gaspé trip planning with ECSGA	Logistics	N/A	3 Hours	VP Internal	C	
10 <sup>th</sup> June	Gaspé trip planning with ECSGA VP Mobilization	Seats Distribution and budget distribution	N/A	8 Hours	VP Internal	C	
10 <sup>th</sup> June	Social media for Gaspé posters	Newsletter, social media content selection	N/A	1 Hour	VP Mobilization and External	C	
11 <sup>th</sup> June	Gaspé Trip Registrations	Creating the link and Social Media Posters	N/A	6 Hours	VP External	C	
12 <sup>th</sup> June	Gaspé Trip Registrations	Verifying The ENCS Registrations	N/A	3 Hours	VP External	C	
13 <sup>th</sup> June	Gaspé Trip Payment Verification with ECSGA VP Finance	Verifying The ENCS Registrations and Payment	N/A	6 Hours	VP External	C	
14 <sup>th</sup> June	Gaspé trip Registrations for Remaining faculty	Creating the link for other faculties and Proctoring the Registrations	N/A	5 Hours	President and VP Internal	C	
14 <sup>th</sup> June	Gaspé Trip List Segregation	Verifying the students and segregating the list	N/A	2 Hour	VP Internal	C	
14 <sup>th</sup> June	Council Meeting Prep	Hybrid model set up	N/A	2.5 Hours	President	C	
14 <sup>th</sup> June	Council meeting	First council, committee set up, chair and MT hiring	N/A	3.5 Hours	Council	C	
15 <sup>th</sup> June	Gaspé planning	Verifying the other faculty Responses	N/A	3 Hours	VP External	C	

15th June	Gaspe Trip Payments	Sending Payment Links to Students	N/A	1 hour	VP Internal	C	
15th June	Gaspe Trip Planning	Meeting With VP External ECSGA	N/A	1 hour	VP External	C	
18th June	Gaspe trip planning	Logistics	N/A	2 Hours	VP Internal	C	
23rd June	Directors' orientation for Gaspe	Briefing session	N/A	1 hour	VP Internal	C	
24th June	Organising Gaspe trip departure		N/A	2 hours	President	C	
24th June	Meeting with Concord tours		N/A	1 hour	President	C	
24 <sup>th</sup> June	Gaspe Trip Execution		N/A	8 Hours	President	C	
25 <sup>th</sup> June	Gaspe Trip Execution		N/A	8 Hours	President	C	
26 <sup>th</sup> June	Gaspe trip execution		N/A	8 Hours	President	C	
27 <sup>th</sup> June	Health and Wellness subsidy verification	Verifying the bills of the student Provided	N/A	1 Hours	VP External	C	
28 <sup>th</sup> June	LinkedIn Subsidy	Verifying the Cover letter of the student	N/A	8 Hours	VP External	C	
29th June	GSA Executives meeting	To-Dos for July, Updates in June	N/A	2 hours	President	C	
30 <sup>th</sup> June	LinkedIn Subsidy Rollout	Mail Drafting and Validation	N/A	2 Hours	VP External	C	
30th June	O/F planning	Events for frosh and orientation	N/A	2 hours	VP Mobilization	C	