

Full Name	Venkata Sai Santhosh Ella
Position	Vice President External
Report Period	18-09-2022 to 15-10-2022

Highlights of the month
<ol style="list-style-type: none"> 1) Fall Foliage Day Trip. 2) Halloween theme party Preparation

Date	Task & Related Project	Updates (e.g., Progress, Revised Forecast)	Next Steps	Time Spent	Point of Contact	Status	Director's Comments
20th Sep	General Exec's Meeting		Discussion about the Upcoming events and Initiatives	5 Hours	President	C	
24th Sep	Council Meeting			3.3 Hours	President	C	
24th Sep	Preparation for the Council Meeting			30 Minutes	President	C	
26th Sep	Quotation from the vendors for the trips		Need to Decide the number of Busses	1.5 Hour	VP External	C	
26th Sep	General Discussion with Team Regarding the Trip		Discussed the dynamics of the Trip	2 Hours	President	C	
26th Sep	Preparation of volunteers List to Email Dos			1 Hour	VP External	C	
30th Sep	Final settling with the travel agency		Discussed the finances involved	1 Hour	VP External	C	
30th Sep	Quotation from pubs		Looking for another quote	2 Hours	President	C	
1st Oct	Finding the connection for another pub			30 Min	VP External	C	
2nd Oct	Execs Meeting		Discussing about the upcoming events	2 Hours	President	C	
3rd Oct	Vendor Call			30 Min	VP External	C	

4th Oct	Meeting with Muzique			45 Min	VP Mobilization	C	
4th Oct	Meeting with City Gas Pub		Requesting for the Quote	30 Min	VP External	C	
6th Oct	O/F Debrief with GSA			1 Hour	VP Mobilization	C	
6th Oct	Deciding the dates for the further events			1 Hour	VP External	C	
6th Oct	Going through the bylaws for the By-election			2 Hours	Communication Manager	C	
6th Oct	Entering the banking details In to Zeffy			30 Min	Finance manager	C	
6th Oct	Discussion regarding the trip			1.5 Hours	President	C	
6th Oct	Meeting With urban club			30 Min	VP External	C	
7th Oct	Goodies packing			2 Hours	president	C	
7th Oct	Execs Discussion and Nirdesh Pitching			1 Hour	president	C	
7th Oct	Discussion with ECSGA President		Discussed regarding the event and collaborations	2 Hours	president	C	
8th Oct	Tickets Proctoring			5 hours		C	
10th Oct	Call with concord			30 Min	VP External	C	
10th Oct	General emails		Replying students regarding the trip, creating doodle pools and general emails	3 Hours	VP External	C	
12th Oct	Tribunal Poll meeting			5 Hours	VP External	C	
13th Oct	Responding to Guest Tickets			4 Hours	VP External	C	

TOTAL- 49.55 HOURS