

Full Name	Venkata Sai Santhosh Ella
Position	Vice President External
Report Period	03-08-2022 to 17-09-2022

Highlights of the month
1) Frosh Execution 2) Laser tag Event 3) Loyola Picnic event 4) Cultural Fare. 5) Kiosk at ECSGA Meet and Greet event

Date	Task & Related Project	Updates (e.g., Progress, Revised Forecast)	Next Steps	Time Spent	Point of Contact	Status	Director's Comments
3rd Aug	Sponsorship Discussion			2 Hours	VP Mobilization	C	
3rd Aug	Preparation for Council Meeting			30 Minutes	President	C	
3rd Aug	Monthly Council Meeting			2.5 Hours	President	C	
5th Aug	O/F Planning with Dos Meeting			1.5 Hours	VP Mobilization	C	
15th Aug	Executive Meeting			4 Hours	President	C	
17th Aug	Meeting with Harley			1 Hour	President	C	
17th Aug	Meeting with IEAS			1 Hour	President	C	
17th Aug	Laser tag email Design and Event Bright Setup			2 Hours	Communication Manager	C	
17th Aug	Checking the Inventory at GSA Basement.	Taking Responses		1.5 Hour	VP External	C	
17th Aug	Executive Discussion			2 Hours	President	C	
17th Aug	Sponsorship Package	Buying the Requirements		3 Hours	VP Mobilization	C	
18th Aug	General Meetup	Finalizing the Package		30 Minutes	President	C	
18th Aug	Quotation for Banners and Posters			45 Minutes	VP External	C	
18th Aug	Loyola Quad Visit			45 Minutes	VP Mobilization	C	
18th Aug	DJ Negotiation			45 Minutes	VP Mobilization	C	
18th Aug	Safe Serve Program			1.5 Hours	President	C	
18th Aug	SVAP Training			3 Hours	President	C	
18th Aug	Discussion Regarding Frosh Inventory			2.5 Hours	President	C	
19th Aug	Sponsorship Committee Meeting	Purchasing the Inventory		1 Hour	President	C	
19th Aug	Costco Shopping			6 Hours	VP Mobilization	C	
19th Aug	Sponsorship Committee Meeting			1 Hour	President	C	
19th Aug	Laser Tag List Sorting			1 Hour	VP External	C	
21st Aug	communicating with the Laser tag official			20 Minutes	VP External	C	
22nd Aug	General executive discussion about Frosh	List update		3 Hours	President	C	
22nd Aug	Sponsorship Draft	Discussing about the Goodies for the frosh		2 Hours	President	C	
22nd Aug	Visiting the Laser tag event Place			45 Minutes	President	C	
24th Aug	Laser tag Event Booking			12 Hours	President	C	
1st Sep	Execs General Meeting	Event Day Works		2 hours	President	C	
2nd Sep-8th Sep	Loyola Picnic event planning and Execution	Event Discussion		40 Hours	President	C	
10th Sep-15th Sep	Cultural Fare Planning And Execution			30 Hours	President	C	
17th Sep	ECSGA Meet and greet Kiosk			10 Hours	VP External	C	