

Date	Task	Status	Time
2nd Jan	Discussion with ECSGA President	Completed	1 Hour
2nd Jan	Discussion with ECSGA VP Finance	Completed	1 Hour
3rd Jan	Planing meet-up for Alumni Meet & Greet	Completed	1:30 Hour
	Excs meet up	Completed	4 Hours
5th Jan	Emailing the caterers and exploring the food options	Completed	1 Hour
7th Jan	Sub-association meet up	Completed	5 Hours
11th Jan	Weekly updates meeting	Completed	45 Min
12 Jan	negociation with concord travells	Completed	1 Hour
14 Jan	Contacting with vendors for jackets	Completed	2 Hours
	Contacting with vendor for jackets	Completed	30 Min
15 Jan	Surfing through the vendors website to select the jacket	Completed	2 Hours
16 Jan	Execs Meetup	Completed	1 Hours
16 Jan	Meeting with JMGSA and ECSGA	Completed	2 Hour
17 Jan	Ticket proctering and replying to student emails	Completed	3 Hour
19 Jan	Refund procedure	Completed	2 Hours
	Communicating with the vendor	Completed	1 Hour
20 Jan	Axe throwing event	Completed	8 Hours
21 Jan	Meeting the vendor and checking the quality	Completed	2 Hours
22 Jan	Ticket proctering and replying to student emails	Completed	2 Hours
23 Jan	Axe throwing refund list	Completed	1 Hour
24 Jan	meeting with ECSGA and Tickets Proctering	Completed	3 Hours
	Staff-Execs meeting	Completed	1 Hour
	JMGSA & GSA and ECSGA Meet up	Completed	1 Hour
26 Jan	Internal Execs Meeting	Completed	2 Hours
27 Jan	Trip tickets distribution	Completed	8 Hours
28 Jan	Winter Adventure trip Management	Completed	13 Hours
30 Jan	Coucil meeting	Completed	3 Hours
		Total trime Spen	72 Hours and 45 Min