

VP INTERNAL JANUARY REPORT

Date	Task	Status	Time
01-Jan	Student Rep Jacket dispute resolution	Complete	8.00
01-Jan	Collecting due funds from DoS	Complete	1.50
02-Jan	Financial report formation with Past mandate	Inprogress	2.00
03-Jan	Alumni Meet & Greet organizing process	Inprogress	1.50
05-Jan	Execs Meeting	Complete	4.00
07-Jan	JMGSA,ECSGA - Alumni M&G meeting	Complete	5.00
09-Jan	Certification Policy Drafting	Inprogress	2.50
14-Jan	Jacket vendor contracting details	Complete	2.00
16-Jan	Execs meeting	Complete	1.00
16-Jan	Alumni Meet & Greet space booking	Complete	2.00
17-Jan	Financial report formation with Past mandate (Bifurcation)	Inprogress	3.00
17-Jan	Financial status check with Finance manager	Inprogress	4.00
18-Jan	Meeting with CSU for DayCare funding, other association proposal and elections	Complete	2.00
19-Jan	Meeting with Decanal team for Alumni M &G	Complete	2.00
20-Jan	Axe throwing event Management, Purchases & Setup	Complete	8.00
20-Jan	Meeting Grad pro skills	Complete	1.00
21-Jan	QA of Jackets	Complete	1.00
22-Jan	Policies improvement review	Inprogress	4.00
26-Jan	Staff exec meeting	Complete	1.00
26-Jan	JMGSA,ECSGA - Alumni M&G meeting	Complete	1.00
26-Jan	Exec meeting	Complete	2.00
27-Jan	Events finance settlement	Complete	2.00
28-Jan	Funding application review	Complete	3.00
		TOTAL	63.50