|                  |   | VP MOE      | BILIZATION REP  |
|------------------|---|-------------|-----------------|
| WEEK OF          | TASK  | STATUS      | TIME (in hours) |
|                  | Frosh report presentation prep                            | Completed   | 1               |
|                  | Council meeting   | Completed   | 3.5             |
|                  | Sexual Violence Committee Stand Meet                      | Completed   | 1               |
|                  | Services Manager shortlisting                             | Completed   | 1.5             |
|                  | Further discussion on Sexual Violence Committee stand     | Completed   | 1               |
| Sept 22- Sept 30 | Services Manager interviews                               | Completed   | 1.5             |
|                  | Exec meeting  | Completed   | 2               |
|                  | Services Manager interviews                               | Completed   | 1               |
|                  | Meeting with Musique                                      | Completed   | 0.5             |
|                  | Staff exec meeting  | Completed   | 1.5             |
|                  | Service manager hiring committee meeting for finalisation | Completed   | 0.5             |
|                  | Meeting on townhall                                       | Not Started |                 |
|                  | O/F debrief meeting with DoS                              |             | 1               |
|                  | Newsletter for Oct  | Completed   | 1               |
| Oct 1-7          | Communication strategy for October                        | Completed   | 1               |
|                  | Meeting with IEAC for South Asian Gala                    | Completed   | 0.5             |
|                  | Exec meeting for South Asian Gala                         | Completed   | 0.5             |
|                  | Musique Meeting Part 2                                    | Completed   | 0.5             |
|                  | QC Trip mobilization                                      | Completed   | 1               |
| Oct 8- Oct 14    | Council meeting prep                                      | Completed   | 1               |
| Sept 22- Oct 14  | Total time spent  | ·           | 21.5            |