

VP EXTERNAL REPORT			
DATE	TASK	STATUS	TIME SPENT
4 March	CRO-DRO Contract signature	Completed	1.5
7 March	Documentation for CCR record	Completed	7
	GA committe	Completed	1
8 March	Documentation for GA Committe Report	Completed	0.5
10 March	Council Meeting	Completed	3
11 March	Meeting jacket vendor	Completed	5
15 March	GA mobilization	Completed	2
22 March	Preparing Presentation Deck	Completed	2
23 March	General Assembly set up and Execution	Completed	5
25 March	Communicating with vendors for the gift cards	Completed	1
28 March	CCR Record application	Completed	8
TOTAL			36