



Full Name	Duraipaandiyaan Anbumani Poongothai
Official Position	VP Academics & Advocacy
Report Period	01/07/2024 to 31/07/2024
Date of Completion	31/07/2024

No.	Date (dd-mm-yy)	Task	Update	Time Spent (hh:mm)	Next Steps	Point of Contact	Status
1	02/07/2024	Exec Meeting	Frosh Initial Phase planning	02:00	NA	Exec Team	C
2	03/07/2024	Meeting with jacket vendor	Initial meeting with jacket vendor	01:00	NA	VP Academic & VP Internal	C
3	03/07/2024	Planning for Appointment Committee	Timelines Creation, Task Planning, Preparation	01:00	Adjust the time lines if new priority appointments comes up	VP Academic	I
4	04/07/2024	GSA Inventory	Verified the items present or required for GSA	02:00	NA	GSA Staff	C
5	05/07/2024	Advocacy - Monthly meeting	Discussion about active cases, Task planning and execution done	01:00	NA	VP Academic	C



6	08/07/2024	Brainstorm for Fine Arts Faculty Council appointment	Brainstorming, Preparation, Referencing previous years hiring process	01:30	NA	VP Academic	C
7	08/07/2024	Form Creation for Fine Arts Council Grad Student Hiring	Task Planning and Execution Done	02:00	NA	VP Academic	C
8	09/07/2024	Student Care meeting	Discussed about Student Insurance and problems	03:00	NA	Exec Team	C
9	09/07/2024	Departmental Orientation Discussion with President	Discussed about the plan and proceedings for Departmental Orientation with president	00:30	NA	President	C
10	09/07/2024 & 10/07/2024	Prepare Departmental Contact list for various faculties	Referred Concordia website and created the list of departments and POC's	04:00	NA	VP Academic	C
11	10/07/2024	Exec Meeting	Frosh plan follow ups and updates	02:00	NA	Exec Team	C
12	11/07/2024	Meeting Services Manager	Looping emanuel in with Departmental	00:30	NA	VP Academic & Services Manager	C



			Orientation Plan, and assigned Tasks				
13	11/07/2024	General Interview Questions preparation	Brainstorming, preparing general questions	01:00	NA	VP Academic	C
14	12/07/2024	Appointment Committee Meeting	Discussed on how to proceed on appointing Fine arts volunteers, presented the timeline plan for other appointments, general interview questions.	00:30	NA	VP Academic	C
15	12/07/2024	SVAP Training	Attended meeting with DOS	01:30	NA	Exec Team	C
16	12/07/2024	Meeting with VP Mobilization about the posters for Fine Arts Council Hiring	Poster creation discussion, and communicated the hiring plan(application opening, deadlines etc).	00:30	NA	VP Mobilization	C
17	17/07/2024	Event planning with DOS	Attended session with DOS about how to plan and execute events	01:00	NA	DOS	C



18	18/07/2024	Big6 Brunch	Met big 6 associations and discussed about future collabs	02:30	NA	DOS	C
19	18/07/2024	Student's Enquiry	Problem was addressed and directed to right university body	00:30	NA	VP Academic	C
20	19/07/2024	BIM Workshop - Proposal Analysis	Proposal analysis and possible options/modifications.	00:30	NA	VP Academic	C
21	19/07/2024	Budget and Funding Committee	Discussed about budget, frosh and calypso event	01:10	NA	VP Internal	C
22	19/07/2024	BIM Workshop - Discussion	Discussed with VP internal about the allocation	00:30	NA		
23	19/07/2024	Action plan preparation	Summer Action Plan preparation	01:30	NA	VP Academic	C
24	22/07/2024	BIM Workshop Meeting	Discussed with CEAC representatives about the budget and proposal	01:30	NA	VP Academic	C
25	22/07/2024	Brainstorm for CCSL	Brainstorming, Preparation,	01:30	NA	VP Academic	C



			Referencing previous years hiring process, Content Preparation for poster				
26	22/07/2024	Google form Creation for CCSL hiring	Task Planning and execution done.	01:30	NA	VP Academic	C
27	22/07/2024	Emergency Council Meeting	Discussed about Executives Action plans	01:15	NA	Council & Directors	C
28	23/07/2024	Brainstorm for Board of Governors	Brainstorming, Preparation for hiring, Referencing previous years hiring process and Content Preparation for poster	01:30	NA	VP Academic	C
29	23/07/2024	Google form Creation for Board of Governors hiring	Task Planning and execution done.	01:30	NA	VP Academic	C
30	23/07/2024	Meeting with VP Mobilization	Poster creation discussion for various appointments(Board, CCSL, Student Tribunal, Arts and	01:30	NA	VP Mobilization	C



			Science) and discussion on the timelines of the interviews.				
31	24/07/2024 & 31/07/2024	EMR Report Preparation	EMR Report preparation and updates.	00:40	NA	VP Academic	C
32	24/07/2024	Meeting with CIBC Manager	Discussed about sponsorship opportunities	01:00	Need to submit the requested criteria asked by CIBC	Exec Team	I
33	25/07/2024	Summer funding form analysis	Go through summer funding responses.	00:45	NA	VP Academic	C
34	25/07/2024	Meeting with lead advocate of advocacy center(IN GSA House)	Discussed on various topics including active cases, advocacy tabling for frosh, video creation for frosh and other topics.	01:45	Decide on the major contents that need to be addressed in the video. Discuss with the executive team regarding the pamphlets for Advocacy Center.	VP Academic	I
35	25/07/2024	Exec Meeting	Discussion about Council meeting postponement, bangladeshi issue, final decision on BIM workshop	01:00	NA	Exec Team	C
36	26/07/2024	Sticking posters for	Execution done	02:30	NA	VP Academic	C



	& 27/07/2024	volunteer opportunities in SGW campus & Loyola campus					
37	26/07/2024	Meeting with services manager - emanuel	Follow Ups in Departmental Orientation, Brainstormed the process behind funding services	00:30	NA	VP Academic	C
38	27/07/2024	Finalizing and Consolidating Interview Questions & Setting standards for marking criteria	Execution done	02:00	NA	VP Academic	C
39	29/07/2024	Interview - Faculty of Fine Arts and Steering Committee	Execution done. One Candidate rescheduled to 31.	03:00	NA	VP Academic	C
40	31/07/2024	Interview - Faculty of Fine Arts and Steering Committee - Rescheduled	Execution done.	00:35	NA	VP Academic	C
41	31/07/2024	Discussion with Appointment Committee members	Discussion with Appointment Committee members	00:45	NA	VP Academic	C



			regarding the Interview Outcomes and taken a collective decision on the final results.				
42	31/07/2024	Staff-exec meeting	Bi weekly updates, Execution done	02:00	NA	Staff and Exec Team	C
43	31/07/2024	Student Care Meeting	Legal essentials program for GSA members	01:00	NA	Exec Team	C

Total Hours (For completed Task) Current	59.4hrs
Total Hours (For future Task)	0

**For Reference**

C	Completed
InP	In Progress
D	Delayed
WNA	Will not achieve / Cancelled
NoIn	No Information