	Full Name	Duraipaandiyaan Anbumani Poongothai
	Official Position	VP Academics & Advocacy
	Report Period	01/09/2024 to 30/09/2024
	Date of Completion	30/09/2024

No.	Date (dd-mm-yy)	Task	Update	Time Spent (hh:mm)	Next Steps	Point of Contact	Status
1	03/09/2024	Student Tribunal Hiring for leftover spots	Strategize, Interview candidates for Student Tribunal	01:00	NA	VP Academic	C
2	04/09/2024	GSA Services & Advocacy Tabling #1	Frosh Tabling library tour #1 @library	02:30	NA	Exec Team	C
3	04/09/2024	Student Enquiry - Advocacy	Student problem Addressed and Directed to Advocacy Center	00:30	NA	VP Academic	C
4.	05/09/2024	Discussion with GSA Representative for Departmental Orientation content - Master of Design	Training to GSA volunteer for Departmental Orientation	00:30	NA	VP Academic, VP Internal	C

5	05/09/2024	Departmental Orientation - Master of Design	Execution done	00:45	NA	VP Academic	C
6	05/09/2024	GSA Services & Advocacy Tabling #2	Frosh Tabling @ Hall building	03:00	NA	Exec Team	C
7	05/09/2024	Discussion with GSA Representative for Departmental Orientation content - Film and Image Studies	Training to GSA volunteer for Departmental Orientation	00:30	NA	VP Academic, VP Internal	C
8	05/09/2024	Frosh Volunteer Meet	Discussion about the events and planning	01:00	NA	VP Mobilization, VP External, VP Academic	C
9	06/09/2024	Departmental Orientation - Master of Film and Image Studies	Execution done	00:30	NA	VP Academic	C
10	06/09/2024	Hiring Committee	Strategize, Candidates eligibility criteria and planning for hiring DRO, CRO, EJC	01:30	NA	President, VP Academic & Internal	C
11	06/09/2024	Discussion with GSA Representative for Departmental	Training to GSA volunteer for	00:30	NA	VP Academic	C

		Orientation content - Diploma Orientation	Departmental Orientation				
12	06/09/2024	GSA Health care Tabling	Representing GSA in tabling about health care	01:00	NA	VP Academic, GSA Admin	C
13	06/09/2024	Frosh Volunteers meet for loyola	Discussion about the loyola lush event and planning for loyola lush with Volunteers	01:00	NA	VP Mobilization, VP External, VP Academic	C
14	06/09/2024	Emergency Exec Meeting	Cancellation of loyola event and realign scheduled activities	00:30	Updates from External - Loyola date, required permissions etc.	Exec Team	C
15	07/09/2024	French class planning with president & Internal	Strategize and Plan for french class	01:00	NA	VP Academic	C
16	10/09/2024	Policy Committee	Meeting with committee members about potential policy changes	02:00	NA	Policy Committee	C
17	10/09/2024	Exec Meeting	Frosh events Updates and final complete plan	02:00	NA	Exec Team	C
18	10/09/2024	Reevaluated funding policy	Analyzed potential usage of special	1:30	Combined special project and extracurricular, need to get approval of president	VP Internal & VP Academic	C

			project and extra-curricular				
19	11/09/2024	GSA Services & Advocacy Tabling #3	Frosh Tabling Library Tour #2 @library	03:00	NA	VP Academic, VP External	C
20	12/09/2024	Discussion with GSA representative presenting about GSA in Departmental Orientation for Biology dep	Training to GSA volunteer for Departmental Orientation - Biology dep	00:30	NA	VP Academic	C
21	13/09/2024	Advocacy center monthly meeting	Operational monthly standups	01:00	NA	VP Academic	C
22	13/09/2024	Meeting with french teacher	Finalized the schedule and other contract related matters.	01:00	NA	VP Academic	C
23	14/09/2024 & 15/09/2024	By laws potential changes discussion, review	Reviewed potential changes in bylaws and policies	04:00	NA	VP Internal	C
24	16/09/2024	French class contract preparation	Referred and prepared contract for French class	01:00	NA	VP Academic	C
25	17/09/2024	LIC & GSA Meet	Update on ongoing cases	01:00	NA	President, VP Internal, VP Academic	C

26	17/09/2024	Sponsorship meet	Sponsorship meet with Hazelview properties	00:30	NA	VP External, VP Academic	C
27	17/09/2024	DRO Hiring #1	DRO Hiring	00:30	NA	VP Academic	C
28	17/09/2024	Laser Tag Event	Execution, managing and handling the event	06:00	NA	Exec Team	C
29	18/09/2024	Crew Meeting	Fall term meeting with CREW	01:30	NA	Exec Team	C
30	18/09/2024	Hiring Committee EJC GD	EJC GD #1	01:00	NA	VP Academic, President	C
31	18/09/2024	Bursary and Scholarships meet	Meeting with University Authorities about bursary and scholarship increase for thesis and PhD students	01:00	NA	VP Academic, President	C
32	18/09/2024	Budget and funding Committee	Committee meeting discussion on french class	00:45	NA	Budget & Funding committee	C
33	18/09/2024	DRO hiring #3	DRO hiring, candidate rescheduled interview	00:15	NA	Hiring Committee	C

34	19/09/2024	By laws changes proofreading document	Proofreading bylaw updates made	01:00	NA	VP Academic	C
35	20/09/2024	Policy committee meeting	Review of the changes documents	02:00	NA	Policy Committee	C
36	20/09/2024	Handbook Committee	New methodology on delivering handbooks	01:00	Need to submit vendor quotes by External before 27th Sept	Handbook Committee	C
37	20/09/2024	Hiring DRO #4	DRO hiring, candidate rescheduled interview	00:15	NA	Hiring Committee	C
38	21/09/2024	Mont royal hike	Execution, managing and handling the event	05:00	NA	Exec Team	C
39	22/09/2024	DRO Interview #3, #4	Rescheduled Interview	01:00	NA	Hiring Committee	C
40	23/09/2024	Council Meeting	Monthly council meeting	03:00	NA	Council	C
41	23/09/2024	Meeting with PGYSS	Discussion on collaboration with McGill	01:00	NA	Exec Team	InP
42	23/09/2024	Exec Meeting	Discussion on upcoming DOS meeting with GSA year plan	02:00	NA	Exec Team	InP

43	24/09/2024	Loyola lush	Execution, managing and handling the event	08:00	NA	Exec Team	InP
44	25/09/2024	EJC GD #2	Interview	01:00	NA	Hiring Committee	InP
45	30/09/2024	Handbook committee	Discussion on the quotes and finalize the design	01:00	NA	VP Internal	InP
46	20/09/2024 - 30/09/2024	French class Students Enquiry	Allocating some time frame for resolving student queries regarding french class	02:00	NA	VP Academic	InP

Total Hours (For completed Task) Current	55:00
Total Hours (For future Task)	17:30

For Reference

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