



Report Summary	
Full Name	Venkata Sai Pavan Kumar Maniyambakam
Official Position	VP External
Report Period	01/09/2024 to 30/09/2024
Date of Completion	30/09/2024

Date	Task & Related Project	Updates (e.g., Progress, Revised Forecast)	Next Steps	Time Spent	Point of Contact	Status
September 1 st	Goodies Pick up	Collected goodies from the Vendor	N/A	1 hour	VP External	C
September 2 nd	Meeting With the DOS	Discussed about FROSH updates	N/A	1 Hour	DOS	C
September 3 rd	Meeting with VP Mobilization	Frosh Events execution plan	N/A	1 Hour	VP Mobilization	C
September 4 th	Library Tour and GSA Tabling	Co-ordinated and Executed the event	N/A	5 Hours	VP Academics and VP Mobilization	C
September 5th	Frosh Volunteer Meet	Discussion about the events and planning	N/A	1 Hours	VP Mobilization, VP External, VP Academic	C
September 5 th	GSA Tabling	Tabling and explaining GSA services	N/A	5 Hour	VP Academics	C
September 5 th	Orientation committee meeting	About FROSH and Scavenger hunt	N/A	1.5 Hours	VP Mobilization	C
September 6 th	Meeting about execution of Loyola Lush and site check at Loyola campus	Discussion and execution plan for the event	N/A	3 Hours	VP Mobilization, VP Academics and VP Internal	C
September 9 th	Staff Exec Meeting	Start of Term Updates and Action Tasks	N/A	1.5 Hours	Staff and Execs	C
September 10th	Exec Meeting	Frosh	N/A	1	Execs	C
September 10th	Meeting with DOS	Discussed about FROSH updates and Rescheduling Loyola lush	N/A	2 hours	DOS	C
September 11th	Meeting with other Universities	Discussed about possible Collaborations with MC Gill University graduate association	N/A	1 Hour	PGSS , Mc Gill	C
September 11 th	Library Tour and GSA Tabling	Co-ordinated and Executed the event	N/A	4 Hours	VP Academics and VP Mobilization	C
September 14 th	Meeting with Kayaking vendor	Finalized and got the tickets	N/A	1 Hour	VP External	C
September 14th	Meeting With Vendors	Acquiring the quote for Halloween .	N/A	4 Hours	VP Mobilization	C
September 16th	Meeting Laser Tag Vendor.	To Finalize everything Before the Event	N/A	1 Hours	VP External	C
September 16th	Worked on Future events	Contacted several organizations for collaboration for any Academic events and possible Sponsorships	N/A	4 Hour	VP External	C
September 17th	Meeting with Sponsors	Meeting with sponsors for Handbook	N/A	1.5 Hour	VP Academics	C



September 17th	Laser Tag Event day	Co-ordinated and Executed the event	N/A	8 Hours	VP Academics and VP Internal	C
September 18th	CREW Meeting	Fall term meeting with CREW	N/A	1.5 Hours	Exec Team	C
September 20 th	Loyola Campus Visit	Campus visit for arrangements	N/A	2 Hours	VP Mobilization	C
September 20th	Handbook Committee meeting	Updated GSA stand on handbooks	N/A	2 Hours	Handbook Committee .	C
September 21st	Royal Hike	Co-ordinated and Executed the event	N/A	6 Hour	VP Mobilization and VP Academics	C
September 22 nd	Meeting With Loyola lush Volunteers	Discussion about roles and responsibilities of Loyola Lush	N/A	1.5 Hours	VP Mobilization	C
September 23rd	Exec Meeting	Year plan for meeting with DoS	N/A	2	Execs	Inp
September 23 rd	Council Meeting	Monthly council meeting	N/A	3 Hours	Council	iINp
September 24 th	Loyola Lush	Co-ordinated and Executed the event	N/A	12 Hour	Exec Team	Inp
September 25 th	GSA Tabling	Tabling and explaining GSA services	N/A	4 Hours	VP Mobilization	Inp

Total Hours (For completed Task) Current	59 Hours
Total Hours (For future Task)	21 Hours