



# Executive Monthly Report

Details	
Full Name	Venkata Sai Pavan Kumar Maniyambakam
Official Position	VP External
Report Period	August 2024
Date of Completion	31st August 2024

Date (dd-mm-yy)	Task	Update	Time spent (hh:mm)	Next Steps	Point of Contact	Status
01-08-24	Hand Book Committee Meeting	Ideation of Handbook discussion	1:30	N/A	Handbook Committee	
01-08-24	Orientation Planning Committee	Lunch and Lounge	1	N/A	Exces, Orientation Planning committee	
02-08-24	Council Meeting	Council Meeting	3	N/A	Council Meeting GSA	
03-08-24	Meeting With DOS	FROSH	1	N/A	DOS	
03-08-24	Meeting with Sponsors	Sponsorship	2	N/A	Telus	
07-08-2024	DOS, CSU & S	Discussed about Student Insurance and problems from the past	1	N/A	DOS	
08-08-24	Budget consolidation	T-shirts	1	N/A	Execs	
08-08-24	Meeting with Fine arts Alumni	About the future events After FROSH	2	N/A	Fine Arts Alumni	
09-08-24	Handbook Committee Meeting	Committee Meeting	1	N/A	Handbook Committee	



09-08-24	Emergency council meeting	Requested budget approval from councilors regarding Frosh	00:30	N/A	Team	
09-08-24	OF Planning Committee	Frosh Updates	1	N/A	DOS	
12-08-24	FROSH	Discussed about timelines of FROSH and more updates	1	N/A	Services manager	
12-08-24	Meeting with JMSB students .	Had a meeting with JMSB students to know the things that are happening	1	N/A	JMSB students .	
14-08-24	Meeting with Daycare	Addressed CSU needs and solutions to their needs	01:30	N/A	CSU and Day care	
15-08-24	Meeting with Library Coordinator	About Library Tour	0:30	N/A	Library Coordinator Laura.	
15-08-24	Sponsorship Deck	Deck with services and pricing	1:30	N/A	VP External	
15-08-24	Initial Meeting with T Shirt Vendor	Discussion with Vendors	1	Samples Ordered	VP External	
19-08-24	Exce Meeting	Frosh Tasks	2	N/A	Exce	
21-08-24	Action Plan	Summer Action Plan	1	N/A		
20-08-24	Staff – Exec Meeting	Discussed about by election, LIC and scheduled tasks	1:30	N/A	Staff and Executives	
21-08-24	Meeting with President	Staff - Exec Meeting update and business tasks	2	N/A	CSU	
21-08-24	Sponsorship	Had a meet with several Sponsors .	4	N/A	Bawarchi ,Akshaya patra,Thanjai and VP Academics	



21-08-24	Hiring Committee meeting	Discussed about the applications we received and further steps to be taken .	1	N/A	Hiring Committee	
23-08-24	Academic events planning	Planned several events post FROSH	2	N/A	VP EXTERNAL	
24-08-24	Meeting with Sponsor.	Reached for sponsorship	3	N/A	Hazelview	
24-08-24	Calypso List	Calypso bus list and validations .	3	List Completed and necessary details has been shared with VP Mobilization	VP EXTERNAL	
25-08-24	Calypso	Arrangements and coordination of Calypso	4	N/A	President and ECSGA	
27-08-24	GA Committee Meeting	Elections and GA timelines	2	N/A	GA Committee	
27-08-24	Budget committee	Requested approval of funding for summer applications	:40	N/A	Budget committee	
28-08-24	Reimbursement	Discussed about Monthly expenses	2	N/A	Executives	
27-08-04	Orientation-CONNECT – Lunch and Lounge	Coordinated during the Lunch and Lounge event at the Orientation	3	N/A	Services Manager and VP Academics	
29-08-24	Goodies	Collected goodies	1	N/A	VP External .	
29-08-24	EMR Report	VP External EMR Report preparation	0:50	N/A	VP Mobilization	

Total hours : 54 hours



**For Reference**

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