



## Executive Monthly Report

Full Name	Venkata Sai Pavan Kumar
Position	Vice President External
Report Period	1-07-2024 to 31-07-2024

Date	Task & Related Project	Updates (e.g., Progress, Revised Forecast)	Next Steps	Time Spent	Point of Contact	Status
2nd July	Executive meeting	Frosh Initial Phase planning	N/A	2:00	Team	C
2nd July	FROSH Events planning	Research of possible FROSH events	N/A	2:00	VP External	C
3rd July	Meeting with Coordinator	Initial Connect with Library Coordinator	N/A	1:00	Laura , Library Coordinator	C
5 <sup>th</sup> July	Meeting with Vendor	Had a meeting with City tours Vendor Vendor Name - GET YOUR GUIDE	Got their quote	2:00	GET YOUR GUIDE	C
9th July	Student Care Meeting	Discussed about Student Insurance and problems from the past	N/A	3:00	Team	C
10th July	Exec Meeting	Discussed on Frosh Updates and upcoming tasks	N/A	2:00	Team	C
11th July	Meeting with Vendor	Had a meeting with Vendor for Laser Tag event Vendor name - Laser Game Evolution	N/A	1:00	Laser Game Evolution	C
12th July	SVAP training	Attended meeting with DOS	N/A	1:30	Team	C
12th July	Meeting With ECSGA	Meeting with ECSGA President for Calypso	N/A	2:00	ECSGA President	C
12th July	O/F Planning Committee	Discussed on updates on registering events and dates	N/A	1:00	DOS	C
15th July	Meeting with Vendor	Had a meeting with Vendor for Kayaking event Vendor name - Parc Jean Drapeau	Got their quote	2:00	Parc Jean Drapeau	C
15th July	Student Life Committee Meeting planning	POA	N/A	1:00	VP Mobilization	C
15th July	Initial Meeting with T Shirt Vendor	Discussion With Vendors	Sample Orders	1:00	VP Mobilization	C
16th July	Meeting with Vendor	Had a meeting with Vendor for Kayaking event Vendor name - H2O adventures	Got their quote	2:30	H2O Adventures	C
16th July	Meeting with Vendor	Had an Online meeting with Goodies Vendor	N/A	1:00	VP External	C
16th July	Meeting With Sponsor	Had a meeting on Sponsorship With Poulet Rouge	N/A	2:00	Poulet Rouge	C
17th July	Student Life Committee	Discussed in details about Frosh and external events	N/A	2:00	VP External/ VP Mobilization	C
17th July	Event Planning	Attended session with DOS about how to plan and execute events	N/A	1:00	DOS	C



18th July	Meeting With Sponsor	Had a meeting on Sponsorship With Shaaz	N/A	2:00	Shaaz	I
18th July	Big6 Brunch	Met big 6 associations and discussed about future collabs	N/A	2:00	DOS	C
18th July	Budget discussion	Discussed about allocated budget for FROSH	N/A	1:00	VP Internal	C
20th July	Meeting with Goodies Vendor	Had a Meeting With Goodies Vendor	N/A	2:00	Asia Creations	C
21st July	Meeting With Student Success Centre	Had a In person Meeting About Frosh	N/A	1:00	Student Success Centre	C
19th & 22nd July	Hiring - Council Chair and Minute Taker	Interviewed 4 Council chair and 3 Minute taker, prepared questions and noted responses and submitted to president	N/A	2:00	President	C
22nd July	Space Booking	Booking necessary spaces for FROSH	N/A	1:30	VP External	C
22nd July	Emergency council meeting	Discussed about Executives Action plans	N/A	1:30	Executives and Directors	C
22nd July	Meeting CSU Student life	Discussed on collaborations with CSU for Frosh events	N/A	1:30	CSU	I
23rd July	Meeting With Vendor	Had a meeting with Vendor for Laser Tag event Vendor name - Laser Game Evolution	N/A	2:00	Laser Game Evolution	C
23rd July	Meeting With Sponsor	Had a meeting with Sponsorship with Bawarchi	N/A	1:00	Bawarchi Restaurant	I
26th July	Executive meeting	Discussed on how to proceed with new dates for council meeting, Discussed about final decision on BIM workshop	N/A	1:30	Executives	C
24th July	Meeting with CIBC Manager	Discussed about sponsorship opportunities	Need to submit the requested criteria asked by CIBC	1:00	Executives	C
25 <sup>th</sup> July	Executive meeting	Discussed about postponement of council meeting , Finalized decision on BIM Work shop	N/A	1:30	Executives	C
29th July	Meet between GSA and CSU Executives	Meet and greet, and discuss upcoming activities	N/A	1:00	Executives	C
31st July	EMR Report	VP External EMR report Preparation	N/A	1:00	VP External	C
31st July	Staff-Exec Meeting	Discussed about the upcoming tasks and previously assigned	N/A	2:00	Staff and Execs	C
31st July	Insurance - International	Discussed about the essentials documents required and new insurance premium proposal	N/A	1:00	Executives	C

Total Hours Spent	58 Hours
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