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| Full Name | Vijayraagavan Vijayathirupathi |
| Official Position | VP Internal |
| 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 | 04/09/2024 | GSA Services & Advocacy Tabling #1 | Frosh Tabling library tour #1 @library | 02:30 | NA | Exec Team | C |
| 2 | 05/09/2024 | GSA Services & Advocacy Tabling #2 | Frosh Tabling @ Hall building | 03:00 | NA | Exec Team | C |
| 3 | 06/09/2024 | Presidential Meet | Discussed on LIC, stud care | 00:30 | NA | President | C |
| 4 | 06/09/2024 | Departmental Orientation - Master of Film and Image Studies | Execution done | 00:30 | NA | VP Academic, VP Internal | C |
| 5 | 06/09/2024 | Hiring Committee | Strategize, Candidates eligibility criteria | 01:30 | NA | President, VP Academic & Internal | C |



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|----|------------|---|---|-------|--|--------------------------|---|
| | | | and planning for hiring DRO, CRO, EJC | | | | |
| 6 | 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 |
| 7 | 06/09/2024 | GSA Health care Tabling | Representing GSA in tabling about health care | 01:00 | NA | VP Academic, GSA Admin | C |
| 8 | 09/09/2024 | Staff-Exec Meeting | Ongoing and new tasks | 02:00 | NA | Team | C |
| 9 | 07/09/2024 | French class planning with Academic and president | Strategize and Plan for french class | 01:00 | NA | VP Academic & Internal | C |
| 10 | 10/09/2024 | Policy Committee | Meeting with committee members about potential policy changes | 02:00 | NA | Policy Committee | C |
| 11 | 10/09/2024 | Exec Meeting | Frosh events Updates and final complete plan | 01:00 | NA | Exec Team | C |
| 12 | 11/09/2024 | GSA Services & Advocacy Tabling #3 | Frosh Tabling Library Tour #2 @library | 1:30 | NA | VP Academic, VP External | C |



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| 13 | 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 |
| 14 | 10/09/2024 | Reevaluated funding policy | Analyzed potential usage of special project and extra-curricular | 1:30 | Combined special project and extracurricular, need to get approval of president | VP Internal & Advocacy | C |
| 15 | 10/09/2024 & 18/09/2024 | Financial meet with Univ | Discussed financial issues on GSA accounts | 2:00 | Need to reach out HR Dept | VP Internal | C |
| 16 | 14/09/2024 & 15/09/2024 | Drafted new By-Law changes | Reviewed potential changes in bylaws and created new policy | 06:00 | NA | VP Internal | C |
| 17 | 13/09/2024 | Loyola Campus | Presented GSA to Biology Dept and participated on POW WOW | 4:00 | NA | VP Internal & President | |
| 18 | 17/09/2024 | LIC & GSA Meet | Update on ongoing cases | 01:00 | NA | President | C |
| 19 | 17/09/2024 | Presidential Meet | Discussed on LIC, stud care | 00:30 | NA | President | C |
| 20 | 17/09/2024 | DRO Hiring #2 | DRO Hiring | 00:30 | NA | VP Academic | C |
| 21 | 17/09/2024 | Laser Tag Event | Execution, | 06:00 | NA | Exec Team | C |



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| | | | managing and handling the event | | | | |
| 22 | 18/09/2024 | Crew Meeting | Fall term meeting with CREW | 01:30 | NA | Exec Team | C |
| 23 | 18/09/2024 | Budget and funding Committee | Committee meeting discussion on french class and legal funding | 00:45 | NA | Budget & Funding committee | C |
| 24 | 18/09/2024 & 19/09/2024 | Q1 Report | Analysed with Finance manager and Prepared Q1 report | 02:30 | Need to get council approval | VP Internal | C |
| 25 | 20/09/2024 | Policy committee meeting | Review of the changes documents | 02:00 | NA | Policy Committee | C |
| 26 | 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 |
| 27 | 23/09/2024 | Meeting with PGYSS | Discussion on collaboration with McGill | 01:00 | NA | Exec Team | |
| 28 | 23/09/2024 | Council Meeting | Monthly council meeting | 03:00 | NA | Council | C |
| 29 | 23/09/2024 | Exec Meeting | Discussion on upcoming DOS meeting for GSA year plan | 02:00 | NA | Exec Team | InP |



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| 30 | 24/09/2024 | Loyola lush | Execution, managing and handling the event | 06:00 | NA | Exec Team | InP |
| 31 | 25/09/2024 | EJC GD #2 | Interview | 01:00 | NA | Hiring Committee | InP |
| 32 | 30/09/2024 | Handbook committee | Discussion on the quotes and finalize the design | 01:00 | NA | VP Internal | InP |
| 33 | 30/09/2024 | Sustainability Committee | Pilot meeting with the members | 01:00 | NA | VP Internal | InP |

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| Total Hours including Future Tasks | 61.45 Hrs |
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For Reference

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