



Executive Monthly Report

Details	
Full Name	Aditya Thakkar
Official Position	VP Mobilization
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		Handbook Committee	
01-08-24	Orientation Planning Committee	Lunch and Lounge	1		Exces, Orientation Planning committee	
02-08-24	Council Meeting	Council Meeting	3		Council Meeting GSA	
03-08-24	Website updates	Review changes	0:30		VP Mobilization	
07-08-24	Social Posts Planning	Calendar and responsibilities	3		VP Mobilization	
07-08-24	Social Posts and Planning	Staff meeting with Julia	2		Communications Manager	
8-08-24	Budget consolidation	T-shirts	1		Execs	
09-08-24	Handbook Design Review	Reviewing the initial design	0:30		VP Mobilization	
09-08-24	Handbook Committee Meeting	Committee Meeting	1		Handbook Committee	
09-08-24	Permission for Mural	Abel Costa	1		Manager, Construction	



					Facilities, Concordia University	
09-08-24	OF Planning Committee	Frosh Updates	1		DOS	
11-08-24	Meeting with VP Academic	Hiring plan for new openings	0:30		VP Academic	
11-08-24	Directors volunteers form and jackets information collection form	Form creation and email updates	3		VP Mobilization	
14-08-24	Custom Jackets Design	Individual Tag designs	1:30		VP Mobilization	
15-08-24	Review Calypso	Calypso design	0:30		VP Mobilization	
15-08-24	Sponsorship Deck	Deck with services and pricing	1:30		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		Exce	
21-08-24	Action Plan	Summer Action Plan	1		VP Mobilization	
21-08-24	Sponsorship Deck Preparation		2		VP Mobilization	
21-08-24	Meeting with President	Staff - Exce Meeting update and business tasks	2		CSU	
22-08-24	Mural Timeline with Artists	Timelines	0:30		Artists	
23-08-24	Mural	Getting supplies and project initiation	6:30		GSA House, Vendor, Artists	



24-08-24	Mural Art Work	Artwork with Artists	3		Artists	
24-08-24	Mobilization - Calypso	Instructions and email communications	1		VP Mobilization	
25-08-24	Volunteers meeting Frosh	Schedule and Availability	1		VP Mobilization	
25-08-24	Mural Art Work	Artwork with Artists	3		Artists	
27-08-24	GA Committee Meeting	Elections and GA timelines	2		GA Committee	
28-08-24	Frosh Events registration links	Frosh Events registration forms	1		VP Mobilization	
28-08-24	Newsletter contents	Newsletter Contents planning	1		Communications Manager	
28-08-04	Mural Art Work	Artwork with Artists	3		Artists	
29-08-24	Newsletter Review	GSA Newsletter	1		Communications Manager	
29-08-24	EMR Report	VP Mobilization EMR Report preparation	0:30		VP Mobilization	
	Email Communications	Email Communications	4		VP Mobilization	

Total hours : 58 hours

For Reference

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