



Full Name	Duraipaandiyaan Anbumani Poongothai
Official Position	VP Academics & Advocacy
Report Period	01/10/2024 to 15/10/2024
Date of Completion	30/10/2024

No.	Date (dd-mm-yy)	Task	Update	Time Spent (hh:mm)	Next Steps	Point of Contact	Status
1	01/10/2024 - 04/10/2024	Resolving Students Queries for french class	Resolving queries, external participants queries, refund to students and other tasks	4 hr	NA	VP Academic	C
2	01/10/2024 - 04/10/2024	Efforts taken in communications, & Organization of french class to all stakeholders	Efforts taken in communications, & Organization of french class to all stakeholders	2 hr	NA	VP Academic	C
3	04/10/2024	Efforts taken in strategic planning for Appointment of Student Representative on Fine Arts Health and safety Committee	Efforts taken in strategic planning for Appointment of Student Representative on Fine Arts Health	1 hr	NA	VP Academic	C



			and safety Committee				
4.	04/10/2024	DOS Debrief	Discussion on Frosh activities and concerns raised	1 hr	N/A	DOS	C
5	07/10/2024	Meet with President	Task updates of french class , new appointments and student advocacy concerns	1 hr	NA	President	C
6	08/10/2024	Staff-Exec Meeting	Biweekly meeting on updates	1:30 hr	NA	Exec and GSA Staff	C
7	09/10/2024	Senate Orientation	Orientation meeting for new senators	2 hr	NA	Senate	C
8	09/10/2024	Student Life Meeting	Discussed on possible academic events and social events for oct month	2 hr	NA	VP External	
9	10/10/2024	Budget and Funding Committee	Approval of events and fundings	1:20 hr	NA	VP Internal	C
10	10/10/2024	Validation of French Class Students List	Efforts taken in validating the french class students list and	1:30 hr	NA	VP Academic	C



			final update of the students list				
11	10/10/2024	Meet with Orientation committee	Meet up with Big 6	2 hr	N/A	DOS	C
12	11/10/2024	Senate Meeting Oct month	First senate meeting of the year.	2 hr	NA	Senate	C
13	11/10/2024	Monthly Advocacy Meeting	Monthly updates	1 ht	NA	VP Academics	C
14	11/10/2024	Efforts taken in strategic planning for appointments for CCSL sub committees	Efforts taken in strategic planning for appointments for CCSL sub committees	30 mins	NA	VP Academics	C
15	14/10/2024	Appointments Committee Meeting	Updates on recent requests	1 hr	NA	VP Academics	C
16	15/10/2024	Council Meeting	Monthly Council Meeting	3 hr	NA	Council	C

Total Hours (For completed Task) Current	26:50
Total Hours (For future Task)	20:00



For Reference

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